

Appendix 2

Audits By Service Lead Officer

This document shows the full audit universe grouped by the Service Lead Officer
Audits Shaded in **Grey** are included in the 2013-14 Audit Plan

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Project Management	Corporate	31	63	4	98	Medium
Transparency Agenda Arrangements	Corporate	18	52	4	74	Medium

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Safeguarding Children & Vulnerable Adults	Corporate Director	23	56	5	84	Medium

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Support Services Admin	Executive & Civic Support Manager	31	58	4	93	Medium
Civic Expenses, (Hospitality, Regalia, Chairman's Fundraising & Ball etc) to include Town Twinning	Executive & Civic Support Manager	14	63	6	83	Medium

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
Public Relations & Communications	Head of Policy	27	69	6	102	High
Local Strategic Partnership	Head of Policy	33	51	4	88	Medium
Business Planning, Performance Management & Corporate Plans	Head of Policy	14	66	4	84	Medium
Community Engagement & Consultations	Head of Policy	17	62	4	83	Medium
Equality and Diversity	Head of Policy	17	58	4	79	Medium
Information Management	Head of Policy	25	49	4	78	Medium
Customer Services (CRM, Reception etc)	Head of Policy	24	44	4	72	Medium

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Food and Health Inspections and Enforcement	Head of Environmental Health	32	64	5	101	High
Mortuary & Assisted Burials	Head of Environmental Health	28	60	5	93	Medium
Licensing & Hackney carriages	Head of Environmental Health	38	50	3	91	Medium
Pollution Control	Head of Environmental Health	32	51	3	86	Medium
Pest Control & Dog Control	Head of Environmental Health	20	62	4	86	Medium
Private Sector Housing Grants	Head of Environmental Health	24	56	4	84	Medium
Home Security Grants	Head of Environmental Health	19	58	4	81	Medium
Land Drainage & Sewage Administration	Head of Environmental Health	15	50	4	69	Medium
Public Health & Other Enforcement	Head of Environmental Health	18	39	6	63	Medium
Miscellaneous Housing Act Responsibilities	Head of Environmental Health	18	38	4	60	Medium

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Regulation of Investigatory Powers Act Compliance	Head of Law & Administration	20	76	5	101	High
Court Fees & Recovery, Legal Admin & Case Management System	Head of Law & Administration	21	47	4	72	Medium

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Hednesford Park Heritage Lottery Fund Work Project.	Head of Environmental Services	70	64	5	139	High
Streetscene	Head of Environmental Services	47	62	6	115	High
Cemeteries	Head of Environmental Services	39	63	6	108	High
Fleet Management & Garage Workshop	Head of Environmental Services	43	42	7	92	Medium
Refuse Collection and Recycling	Head of Environmental Services	54	32	3	89	Medium
Car Parks & Decriminalised Parking Enforcement	Head of Environmental Services	47	36	3	86	Medium
Landscape Development	Head of Environmental Services	34	42	5	81	Medium
Miscellaneous Engineering Functions (Christmas Decorations, Public Clocks, Bus Stations, Street Furniture & Land Drainage)	Head of Environmental Services	17	55	6	78	Medium
Allotments	Head of Environmental Services	11	60	6	77	Medium
Urban Forestry Management & Tree Preservation Orders	Head of Environmental Services	19	50	4	73	Medium
Countryside Management & Rangers Service	Head of Environmental Services	26	41	5	72	Medium

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
ICT - General - Telecommunications	Head of Technology	30	63	4	97	Medium
Reprographics (inc photocopiers)	Head of Technology	22	53	4	79	Medium

Audit Area	Service Lead	Size Score	Control Total	Detection Total	Total Risk Score	Rank
Payroll	Head of Human Resources	54	57	4	115	High
Staff Expenses	Head of Human Resources	38	60	4	102	High
Staff Timekeeping & Leave	Head of Human Resources	23	63	4	90	Medium
Managing Absence	Head of Human Resources	23	63	4	90	Medium
Training/Development, Staff Appraisals & PETS	Head of Human Resources	22	52	4	78	Medium
CRB Policy & Procedures	Head of Human Resources	13	61	4	78	Medium
Recruitment & Selection Procedures	Head of Human Resources	20	52	4	76	Medium
Re-evaluation, Regrade and Honoraria Procedures	Head of Human Resources	15	35	4	54	Medium
Car Loans/Leasing	Head of Human Resources	21	25	6	52	Medium

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
Housing Benefits	Head of Financial Management	81	53	4	138	High
Council Tax	Head of Financial Management	73	46	4	123	High
Capital Strategy & Capital Programme	Head of Financial Management	71	47	4	122	High
National Non-Domestic Rates	Head of Financial Management	68	48	4	120	High
Creditors	Head of Financial Management	57	54	4	115	High
Sundry Debtors	Head of Financial Management	56	54	4	114	High
Housing Benefit Fraud Investigation team	Head of Financial Management	34	65	4	103	High
General Ledger	Head of Financial Management	45	53	4	102	High

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
E-Payments & residual cash income	Head of Financial Management	55	39	4	98	Medium
Treasury Management	Head of Financial Management	52	41	4	97	Medium
Value Added Tax	Head of Financial Management	55	36	6	97	Medium
Capital Accounting	Head of Financial Management	57	35	4	96	Medium
Budgetary Control & Budget Setting	Head of Financial Management	41	51	4	96	Medium
Grants Procedures (Grants to the Council)	Head of Financial Management	50	42	4	96	Medium
Grants to Voluntary Organisations & Subscriptions	Head of Financial Management	26	58	4	88	Medium
Leasing	Head of Financial Management	32	48	4	84	Medium
Housing Benefits Overpayment Team	Head of Financial Management	29	45	4	78	Medium
LTB Control Section (Include DIPS)	Head of Financial Management	23	48	4	75	Medium
Central Recharges / Time Recording System	Head of Financial Management	26	37	4	67	Medium
Bank Reconciliation & Banking Arrangements	Head of Financial Management	12	47	4	63	Medium
Mortgages	Head of Financial Management	11	25	4	40	Low

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
Utilities Management	Head of Regeneration & Planning	37	52	4	93	Medium
Development Control (Planning Applications & Enforcement)	Head of Regeneration & Planning	44	43	4	91	Medium
Property Management	Head of Regeneration & Planning	37	45	5	87	Medium
Asset Management	Head of Regeneration & Planning	36	45	6	87	Medium
Non-Housing Maintenance	Head of Regeneration & Planning	26	55	5	86	Medium
Building Control & Inspection	Head of Regeneration & Planning	48	29	4	81	Medium
Industrial Units	Head of Regeneration & Planning	24	53	4	81	Medium
Markets	Head of Regeneration & Planning	0	10	70	80	Medium
Planning - Local Plan	Head of Regeneration & Planning	19	55	4	78	Medium
Economic Development & Tourism (Including the LEP)	Head of Regeneration & Planning	29	34	5	68	Medium

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
Housing Maintenance (Including Stores function)	Head of Housing	38	55	7	100	High
Sale of Council Houses	Head of Housing	33	61	6	100	High
Housing Property Services	Head of Housing	43	45	5	93	Medium
Rent Debit, Collection & Arrears	Head of Housing	54	30	4	88	Medium
Allocations & Voids	Head of Housing	31	53	4	88	Medium
Scheme Managers and Sheltered Accommodation	Head of Housing	38	44	4	86	Medium
Strategic Housing	Head of Housing	45	32	3	80	Medium
Homelessness Provisions & Housing Options Team	Head of Housing	29	42	4	75	Medium
Estate Management & Caretakers	Head of Housing	18	50	6	74	Medium
Tenant Participation	Head of Housing	17	50	4	71	Medium

Audit Area	Service Lead Officer	Size Score	Control Total	Detection Total	Total Risk Score	Risk Category
Insurance	Head of Governance	35	67	4	106	High
Procurement	Head of Governance	44	48	4	96	Medium
Civil Contingencies (Emergency Planning, Business Continuity)	Head of Governance	27	59	4	90	Medium
Risk Management	Head of Governance	15	36	5	56	Medium
Members Allowances, PCs & Other Expenses	Head of Governance	25	68	7	100	High
Electoral Registration & Elections	Head of Governance	47	39	3	89	Medium
Code of Conduct & Governance Review	Head of Governance	18	65	4	87	Medium
Land charges	Head of Governance	34	41	5	80	Medium
Democratic Services	Head of Governance	22	52	4	78	Medium
Health & Safety	Head of Governance	15	45	4	64	Medium