

**Appendix A - Audit Plan Monitoring 2019/20
November 2019**

	Risk Area	Plan Days	Status	Fieldwork started	Report issued to Management	Finalised	Opinion: Level of Assurance	High risk Recommendations	Medium risk recommendations	Low risk recommendations
Quarter 1										
HR Starters, leavers and movers (c/f from 2018/19 Plan)	Governance	5	Final report	■	■	■	Substantial	0	0	1
Repairs (c/f from 2018/19 Plan)	Housing	12	Final report	■	■	■	Moderate	0	4	0
HTS (P&E) Ltd - GDPR compliance (new audit)	Corporate	10	Final report	■	■	■	Moderate	0	2	0
Conflicts of Interest (staff and Members)	Governance	10	Draft report	■	■					
Change and patch management	Finance	10	Draft report	■	■					
Contractual arrangement - Housing (c/f from 2018/19 Plan)	Housing	20	In progress	■						
Commercial Rents	Place	15	In progress	■						
Purchase cards	Finance	15	In progress	■						
Harlow and Gilston Garden Town	Place	12	In progress	■						
Data retention and disposals	Corporate	20	Scoping							
Key Financial Control - Fixed Assets	Finance	12	Scoping							
Treasury Management	Finance	10	Scoping							
Leah Manning Centre	Community Wellbeing	25								
Business Continuity Planning	Corporate	10								
Corporate H&S framework	Corporate	15								
Planned maintenance and major works	Housing	15								
HTS and Public Contract Regulations (part of the planned maintenance audit)	Housing	0								
Homelessness	Housing	15								
Capital projects programme	Finance	15								
Parks, landscapes and Streetscene	Place	15								
Not a specific audit										
Advice and guidance for the new HR system	Governance	3	In progress							
Totals				9	5	4		0	6	1
Key										
HTS (P&E) - Harlow Trading Services (Property and Environment)										
GDPR -General Data Protection Regulations										
c/f carried forward										