

**Appendix A - Audit Plan Monitoring 2019/20
March 2020**

	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 4										
HR Starters, leavers and movers	Governance	5	Final report	■	■	■	Substantial	0	0	1
Change and patch management	Finance	10	Final report	■	■	■	Substantial	0	2	2
Cash Office (New audit)	Finance	10	Final report	■	■	■	Substantial	0	1	0
Housing repairs	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	Final report	■	■	■	Moderate	0	4	1
Economic Development	Community wellbeing	15	Final report	■	■	■	Moderate	0	3	0
Purchase cards	Finance	15	Final report	■	■	■	Moderate	0	3	0
Contractual arrangement - Housing (c/f from 2018/19 Plan)	Housing	20	In progress	■						
Commercial Rents	Place	15	In progress	■						
Harlow and Gilston Garden Town	Place	12	In progress	■						
Key Financial Control - Fixed Assets	Finance	12	In progress	■						
Business Continuity Planning	Corporate	10	In progress	■						
Corporate H&S framework	Corporate	15	In progress	■						
Data retention and disposals	Corporate	20	In progress	■						
Capital projects programme	Finance	15	In progress	■						
Former tenant arrears follow up	Housing	10	In progress	■						
Parks, landscapes and Streetscene	Place	15	In progress	■						
Treasury Management	Finance	10	Scoping							
Homelessness	Housing	15	Scoping							
Leah Manning Centre	Community Wellbeing	25	Scoping							
Planned maintenance and major works	Housing	15								
HTS and Public Contract Regulations (part of the planned maintenance audit)	Housing	0								
Not a specific audit										
Advice and guidance for the new HR system	Governance	3	In progress							
Totals		279		18	8	8		0	19	4
Key										
HTS (P&E) - Harlow Trading Services (Property and Environment)										
GDPR -General Data Protection Regulations										
c/f carried forward										