

Audit Assurance Plan 2013/14		
Cheltenham Borough Council		
Quarter	Subject	Detail
1		
1	Governance Compliance	Testing of the Financial, Procurement and Contract Rules
2	Annual Governance Statement	Testing of the AGS, supporting evidence and management certificates
15	Transparency agenda	Systems audit - key focus on safeguarding data and ensuring appropriate reporting
4	Performance Management	Testing of Performance Strategy and compliance
18	Ubico Ltd Service Delivery	Review of the controls monitoring the delivery of the services provided by Ubico
19	Business Continuity / Emergency Planning	Review of BCP with a particular focus on shared service arrangements
2		
3	Risk Management	Testing of risk management system, maturity assessment, supporting software
5	Change Programme & VFM	Testing of change programme systems and structure e.g. Futures projects
13	Bridging the Gap	Review of systems e.g. Corporate Planning and Strategy, and monitoring to ensure CBC meets targets as set out in MTFS (Golden Thread)
15	Transparency agenda	Systems audit - key focus on safeguarding data and ensuring appropriate reporting
23	Grants	Review of controls over the issuing of grants including the new Community Pride scheme
21	Shared Service Governance	Testing of governance frameworks and compliance
3		
6	Cash Receipting	Key control testing and system interfaces with finance systems including PCI compliance & Cash handling
7	ICT Review	Key control testing of infrastructure and sampled applications
8	Council Tax	Key controls and modules plus system changes
9	NNDR	Key controls and modules plus system changes e.g. pooling
10	Benefits	Key controls and modules plus system changes
31	Housing	Housing allocation, DFG and Homelessness systems review
4		
29	Environmental audit	Review of the Council's environmental control framework in terms of climate change
30	Ethics Audit	Review of the Council's ethical framework to ensure officers/Members operate within appropriate behavioural boundaries e.g. Equalities & standards
25	Cash Handling	Review the systems for the movement of cash or other assets outside of the buildings
26	Information Management	Review the systems for safeguarding data and sharing
27	Health & Safety	Review of systems to safeguard the public, customers and employees
28	Building Control	Shared Service Review