

**Nottingham City Homes
Internal Audit Plan 2013-14**

ITEM 7 (iv)
AUDIT COMMITTEE
13 JANUARY 2014

Area	Sponsor(s)	Director	Days	Qr	Visit 1 w.c. 29.04.13 and w.c. 06.05.13	Visit 2 w.c. 15.07.13 and w.c. 22.07.13	Visit 3 w.c. 07.10.13 and w.c. 14.10.13	Visit 4 w.c.18.11.13	Visit 5 w.c. 27.01.14 and w.c. 03.02.14	Visit 5 Mar-14	Changes requiring Audit Committee Approval
- Governance review, including: - Procurement	Darren Phillips (AD of Finance & Procurement)	Jonathan Shaw (Director of Finance)	5	Q1	5						
- Risk management framework	Darren Phillips	Jonathan Shaw	4	Q3			4				
- Health and safety - Legionella	Ian Rabett (Head of Health & Safety)	George Pashley (Company Secretary)	4	Q1	4						
- Health and safety - Policy and staff sickness	Mary Mayes (Head of HR) / Ian Rabett	George Pashley	5	Q2		5					
- Key financial systems review - Budgeting	Darren Phillips	Jonathan Shaw	5	Q2					5		
- Management of capital spend and the capital programme	Steve Edlin (Acting AD of Asset Mgt)	Geoff Wharton (Interim Director of Property Services)	6	Q2		6					
- Anti social behaviour management framework review	Kim De Vergori (AD of TEM) / Kathy Mason (Regional Manager)	Gill Moy (Director of Housing)	5	Q4					5		
- IT security and mobile technology	Beth Lawton of ICT)	(AD Jonathan Shaw	6	Q1	6						
- Responsive repairs review	Gary Whittaker / Trevor Burden (AD & Head of Commercial Delivery)	Geoff Wharton	6	Q1			6				
Mgmt requested reviews											
- Lettings and allocations	Richard Holland (AD of Hsg Services)	Gill Moy	5	Q4					5		
- Cash collection	Richard Holland	Gill Moy	4	Q3				4			
- New Business Development	Janet Glass (Head of BID)	Jonathan Shaw	3	Q4						3	Additional reviews proposed following deferral of Financial Systems: Shared services audit.
- New Accounting Rules - Impact of FRS102	Darren Phillips	Jonathan Shaw	3	Q4						3	
TRA grants - review of procedures	Kim De Vergori / Ann Lynch Manager)	(T&LI Gill Moy	1	Q1	1						
- Follow up arrangements	Darren Phillips	Jonathan Shaw	3	Q4			1		2		
- Planning, management, review and annual reporting	Darren Phillips	Jonathan Shaw	9	-	1	1	1		1	*	
TOTAL			74		17	12	12	4	18	6	

Notes

* - 5 planning days were completed in 2012/13.

Key

	In progress
	Completed draft
	Completed final
	Committee approved