

**Nottingham City Homes  
2012/13 Internal Audit Plan Summary**

ITEM: 6(vii)  
AUDIT COMMITTEE  
1 MAY 2013

Area	Sponsor(s)	Director	Days	Qr	Visit 1	Visit 2	Visit 3	Visit 4	
					w.c. 18.06.12	w.c. 20.08.12	w.c. 03.12.12	w.c. 25.02.13	
- Governance review, including: - including board development	Alison Mapp (Company Solicitor)	George Pashley (Director of OD)	5	Q4				5	Subject to final Director approval (pending)
- Risk management framework	Darren Phillips (AD of Finance & Procurement)	George Pashley	4	Q3			4		
- Disaster recovery and contingency planning	Ian Rabett (Head of Health & Safety)	George Pashley	6	Q1	6				
- Key performance indicators and management information	Janet Glass (Head of Business Improvement)	Nick Murphy (CEX)	4	Q4				4	
- Human resources, succession planning, recruitment and selection	Mary Mayes (Head of HR), Carol Aaron (Head of L&D)	George Pashley	6	Q3			4		2 days succession planning not completed due to change in scope and internal action.
- Equality and diversity	George Pashley	George Pashley	4	Q1	4				
- Health and safety - Asbestos management	Ian Rabett	George Pashley	5	Q1				5	
- Key financial systems review - Shared services	Darren Phillips	Gill Moy	6	Q4				6	Deferred to Q2 2012/13 date tbc
- Arrears management and income maximisation (including FTA's and impact of mobilisation plan and restructuring of cash offices)	Richard Holland (Assistant Director Housing Operations)	Gill Moy	8	Q2		8			
- Supporting People – sheltered housing service delivery	Richard Holland	Gill Moy	4	Q3			4		
- TRA Grants	Kim De Vergori (Assistant Director - TEM and Customer Services)	Gill Moy	5	Q2		5			
- Standing Orders and Procurement	Darren Phillips	Gill Moy	7	Q1	7				
- Mgmt requested - Cash collection	Richard Holland	Gill Moy	4	Q3			4		
- Follow up arrangements	Darren Phillips	Gill Moy	4	Q2 & Q4		2*		2	*Audit Committee verbal update
- Planning, management, review and annual reporting	Darren Phillips	Gill Moy	10	-					
<b>TOTAL</b>			<b>82</b>		<b>17</b>	<b>13</b>	<b>16</b>	<b>22</b>	

**Key**

	In progress
	Completed draft
	Completed final
	Committee approved