

Schedule of Auditable Activity (SAA) 2020/2021 - by Service Area

No.	SERVICE AREA	SERVICE TEAM	AUDIT AREA	COUNCIL	LAST AUDITED	SODC LAST AUDIT RATING	VWHDC LAST AUDIT RATING	OFFICER REQUEST		RISK SCORING							THREE YEAR AUDIT PLAN				
								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23
1	Partnerships	Strategic Partnership	Oxfordshire Housing & Growth Deal and Growth Board	Joint	Not audited	N/A	N/A	No	No	2	1	2	1	2	0	11	No	No		No	No
2	Partnerships	Strategic Partnership	5C Partnerships	Joint	Not audited	N/A	N/A	Yes	No	1	2	2	1	2	1	12	No	No	Will be audited in 2021/22 as part of the contract management audit	Yes	No
3	Partnerships	Strategic Partnership	Ox-Cam Arc	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
4	Partnerships	Strategic Partnership	Oxfordshire Local Enterprise Partnership (OxLEP) (incl. Enterprise Zones)	Joint	Not audited	N/A	N/A	No	No	2	1	2	1	1	0	10	No	No		No	No
5	Partnerships	Strategic Partnership	Science Vale Brand	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
6	Development & Regeneration	Economic Development	Economic Development	Joint	Not audited	N/A	N/A	Yes	No	2	2	3	1	2	1	15	Yes	No	Covid-19 response to the discretionary grants scheme will be audited in the Covid-19 Response Governance Audit	No	No
7	Development & Regeneration	Economic Development	Leader Project Assurance	SODC	2017/2018	Full	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
8	Development & Regeneration	Economic Development	Leisure & Active Communities	Joint	2015/2016 (Leisure Facilities)	Satisfactory	Satisfactory	No	Yes	3	1	3	2	2	1	16	No	No		No	No
9	Development & Regeneration	Economic Development	Market Towns	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
10	Development & Regeneration	Property Management	Property Management	Joint	2018/2019	Limited	Limited	No	No	3	1	3	3	3	0	17	No	No	Will be audited in 2021/22	Yes	No
11	Development & Regeneration	Property Management	Moorings	VWHDC only	2019/20	N/A	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	No
12	Development & Regeneration	Property Management	Corporate Landlord (NEW)	Joint	Not audited	N/A	N/A	No	Yes	3	1	3	3	3	1	18	No	Yes	Corporate Landlord Approach consultancy review	No	No
13	Development & Regeneration	Property Management	Estates & Facilities Management	Joint	2016/2017	Limited	Limited	Yes	No	3	2	3	1	2	1	17	No	No	Will be audited in 2021/22	Yes	No
14	Development & Regeneration	Infrastructure & Development	Affordable Housing (previously Housing Development)	Joint	2018/2019	Full	Full	No	No	1	1	3	1	1	0	9	No	No		No	No
15	Development & Regeneration	Infrastructure & Development	S106 agreement	Joint	Not audited	N/A	N/A	No	No	3	1	3	2	2	0	15	No	No	Will be audited in 2021/22	Yes	No
16	Development & Regeneration	Infrastructure & Development	CIL spending	Joint	2016/2017	Full	Limited	No	No	3	1	3	2	2	0	15	No	No	Will be audited in 2021/22	Yes	No
17	Development & Regeneration	Infrastructure & Development	Community Centres	Joint	Not audited	N/A	N/A	No	No	2	1	3	2	2	0	13	No	No		No	No
18	Development & Regeneration	Infrastructure & Development	Infrastructure	Joint	Not audited	N/A	N/A	No	No	1	1	3	2	2	0	11	No	No		No	No
19	Development & Regeneration	Garden Communities	Didcot Garden Town Delivery	SODC	Not audited	N/A	N/A	No	Yes	2	1	2	1	2	1	12	No	No	Will be audited in 2021/22	Yes	No
20	Development & Regeneration	Garden Communities	Development (incl. Berinsfield and Dalton Barracks Garden Village)	Joint	2018/2019	Full	Full	No	No	1	1	3	1	1	0	9	No	No		No	No
21	Planning	Planning Policy	Local Plan / Transport Infrastructure	Joint	Not audited	N/A	N/A	No	No	3	1	3	2	3	0	16	No	No		No	No
22	Planning	Planning Policy	S106/CIL Policy and Collection	Joint	2016/17	Full	Limited	No	No	3	2	3	2	2	0	17	No	No	Will be audited in 2021/22	Yes	No
23	Planning	Planning Policy	Neighbourhood Planning Grants	Joint	2015/16	Limited	Limited	Yes	No	1	1	2	1	1	1	9	No	No	Will be audited in 2021/22	Yes	No
24	Planning	Development Management - Large Sites	Development Management (Planning Applications - Large Sites) incl. Conservation & Listed Buildings	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	2	2	3	1	2	1	15	No	No	Will be audited in 2021/22	Yes	No
25	Planning	Development Management - Large Sites	Planning Enforcement	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	2	2	3	1	3	1	16	No	No	Will be audited in 2021/22	Yes	No
26	Planning	Development Management - Large Sites	Planning Appeals	Joint	2018/19	Satisfactory	Satisfactory	No	No	2	2	3	1	2	0	14	No	No		No	No
27	Planning	Development Management - Applications	Building Control	Joint	2016/17	Limited	Limited	Yes	No	2	2	3	1	2	1	15	Yes	No		No	No
28	Planning	Development Management - Applications	Development Management (Planning Applications) - Minor/Other incl. Conservation & Listed Buildings	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	2	2	3	1	2	1	15	No	No	Will be audited in 2021/22	Yes	No
29	Planning	Planning Business	Registration	Joint	2019/20	Satisfactory	Satisfactory	No	No	1	1	1	1	1	0	7	No	No		No	No
30	Planning	Planning Business	Footpaths	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
31	Planning	Planning Business	Business Support	Joint	2019/20	Satisfactory	Satisfactory	No	No	1	1	1	1	1	0	7	No	No		No	No
32	Planning	Planning Business	Conservation Area Appraisals	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
33	Planning	Planning Business	Ecology	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
34	Planning	Planning Business	Urban Design	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
35	Planning	Planning Business	Trees	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
36	Housing & Environment	Licensing & Community Safety	Licensing	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	2	3	2	1	0	14	No	No		No	Yes
37	Housing & Environment	Licensing & Community Safety	Community Safety	Joint	Prior to 2010/11 (VWHDC only)	N/A	Unknown - hard copy audit files	No	No	1	1	3	1	1	0	9	No	No		No	No
38	Housing & Environment	Licensing & Community Safety	Safeguarding Children, Young People & Vulnerable Adults	Joint	2016/17	Substantial	Substantial	No	No	2	1	3	3	1	0	13	No	No		No	Yes
39	Housing & Environment	Licensing & Community Safety	VFM from CCTV Contract	Joint	2009/10	Satisfactory	Satisfactory	No	No	2	1	2	1	1	0	10	No	No		No	No
40	Housing & Environment	Housing Needs	Housing Allocations	Joint	2012/13	Full	Full	No	No	1	2	3	2	1	0	12	No	No		No	es
41	Housing & Environment	Housing Needs	Temporary Accommodation	Joint	2014/15	Satisfactory	Limited	No	No	1	1	3	1	2	0	10	No	No		No	es
42	Housing & Environment	Housing Needs	Private Housing (Licensing HMO)	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	es
43	Housing & Environment	Housing Needs	Disabled Facility Grants	Joint	2019/20	Full	Full	No	No	2	2	2	1	2	0	13	No	No		No	es
44	Housing & Environment	Environmental Services	Environmental Protection	Joint	2016/17	Limited	Satisfactory	No	No	1	1	3	2	1	0	10	No	No		No	es
45	Housing & Environment	Environmental Services	Waste Management & Recycling (incl. Litter & Street Cleaning, Fly Tipping)	Joint	2015/16	Substantial	Substantial	No	No	3	1	3	1	3	0	15	No	No		No	es
46	Housing & Environment	Environmental Services	Brown Bins	Joint	2018/19	Limited	Limited	No	Yes	3	1	3	1	3	1	16	No	No	Will be audited in 2021/22	Yes	No

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								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23
47	Housing & Environment	Environmental Services	Food & Safety	Joint	2013/14	Satisfactory	Satisfactory	Yes	No	1	1	3	2	2	1	12	No	No	Will be audited in 2021/22	Yes	No
48	Housing & Environment	Environmental Services	Stray Dogs Contract	Joint	2010/11 (VWHDC only)	N/A	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	No
49	Housing & Environment	Technical Services	Engineering Services (Sewerage, Flooding, Drainage)	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
50	Housing & Environment	Technical Services	Car Parks	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	2	2	1	1	0	12	No	No		No	Yes
51	Housing & Environment	Technical Services	Mobile Home Parks	Joint	2019/20	Satisfactory	Satisfactory	No	No	2	2	2	1	1	0	12	No	No		No	No
52	Housing & Environment	Technical Services	Grounds & Parks Maintenance	Joint	2017/18	Full	Full	No	Yes	3	2	3	2	2	1	18	No	Yes		No	No
53	Housing & Environment	Technical Services	Toilets	Joint	Not audited	N/A	N/A	No	Yes	2	2	2	2	2	1	15	No	Yes	In-sourcing of public convenience cleaning will be audited in the Grounds & Parks Maintenance In-Sourcing consultancy review	No	No
54	Housing & Environment	Technical Services	Cemeteries	SODC	2017/18	Full	Full	No	No	1	1	2	1	2	0	9	No	No		No	No
55	Housing & Environment	Technical Services	Tree Management & Inspections	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	1	3	2	1	0	12	No	No		No	No
56	Housing & Environment	Technical Services	Public Realm	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
57	Finance	Strategic Finance	Capital Management & Accounting	Joint	2019/20	Limited	Limited	Yes	No	3	2	2	1	2	1	16	Yes	No	Key financial audit performed annually	Yes	Yes
58	Finance	Strategic Finance	Creditor Payments	Joint	2019/20	Limited	Limited	No	No	3	3	3	2	2	0	19	No	No	Will be audited in 2021/22	Yes	Yes
59	Finance	Strategic Finance	General Ledger	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	3	3	2	1	3	1	19	Yes	No	Key financial audit performed annually	Yes	Yes
60	Finance	Strategic Finance	Payroll	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	3	3	1	22	Yes	No	Key financial audit performed annually	Yes	Yes
61	Finance	Strategic Finance	Pro-Active Anti-Fraud Review	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	1	2	1	19	Yes	No	Key financial audit performed annually	Yes	Yes
62	Finance	Strategic Finance	Sundry Debtors	Joint	2019/20	Limited	Limited	No	No	3	3	2	2	2	0	18	No	No	Will be audited in 2021/22	Yes	Yes
63	Finance	Strategic Finance	Treasury Management	Joint	2019/20	Substantial	Substantial	Yes	No	3	3	2	1	2	1	18	Yes	No	Key financial audit performed annually	Yes	Yes
64	Finance	Strategic Finance	Bank Contract & Arrangements	Joint	2014/15	Full	Full	No	No	2	1	1	2	3	0	12	No	No		No	No
65	Finance	Strategic Finance	Budgetary Control	Joint	2019/20	Satisfactory	Satisfactory	No	No	3	1	3	1	3	0	15	No	No		No	No
66	Finance	Strategic Finance	Community Loans Scheme	SODC	2013/14	Full	Full	No	No	2	2	2	1	1	0	12	No	No		No	No
67	Finance	Strategic Finance	Council Fees & Charges	Joint	2013/14	Limited	Limited	Yes	No	3	1	3	1	3	1	16	No	No	Will be audited in 2021/22	Yes	No
68	Finance	Strategic Finance	Credit Card Usage	Joint	2017/18	Limited	Limited	No	No	2	3	1	1	1	0	13	No	No		No	No
69	Finance	Strategic Finance	Internal Recharges	Joint	2017/18	Satisfactory	Satisfactory	No	No	3	1	1	1	2	0	12	No	No		No	No
70	Finance	Strategic Finance	Petty Cash Procedures	Joint	2018/19	Limited	Limited	No	No	2	2	1	1	1	0	11	No	No		No	No
71	Finance	Strategic Finance	Petty Cash Spot Checks	Joint	2017/18	Full	Full	No	No	2	2	1	1	1	0	11	No	No		No	No
72	Finance	Strategic Finance	Receipt of Income Arrangements	Joint	2015/16	Satisfactory	Satisfactory	No	No	3	2	2	1	2	0	15	No	No		No	No
73	Finance	Strategic Finance	Contract Management	Joint	2014/15	Full	Full	No	No	3	2	3	2	3	0	18	No	No	See corporate audits	No	No
74	Finance	Strategic Finance	Procurement	Joint	2019/20	Audit in progress	Audit in progress	No	No	3	3	2	2	3	0	19	No	No		No	No
75	Finance	Revenues & Benefits	Council Tax	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	2	2	1	20	Yes	No	Key financial audit performed annually	Yes	Yes
76	Finance	Revenues & Benefits	Housing Benefits & Council Tax Reduction Scheme (HBCTRS)	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	2	2	1	20	Yes	No	Key financial audit performed annually	Yes	Yes
77	Finance	Revenues & Benefits	National Non-Domestic Rates (NNDR)	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	3	3	3	3	3	1	22	Yes	No	Key financial audit performed annually. Will include a review of the Covid business grants	Yes	Yes
78	Legal & Democratic Services	Legal Services	Land Charges	Joint	2019/20	Audit in progress	Audit in progress	No	No	2	1	3	1	1	0	11	No	No		No	No
79	Legal & Democratic Services	Legal Services	Regulation of Investigatory Powers (RIPA)	Joint	2013/14	Full	Full	No	No	2	1	3	1	2	0	12	No	No		No	No
80	Legal & Democratic Services	Democratic Services	Anti-Fraud & Corruption Policies	Joint	2014/15	Limited	Limited	No	No	1	3	2	1	1	0	12	No	No		No	No
81	Legal & Democratic Services	Democratic Services	Whistleblowing	Joint	2014/15	Limited	Limited	No	No	1	3	2	1	1	0	12	No	No		No	No
82	Legal & Democratic Services	Democratic Services	Corporate Governance	Joint	2014/15	Full	Full	No	No	1	2	3	1	2	0	12	No	No		No	Yes
83	Legal & Democratic Services	Democratic Services	Democratic Services	Joint	Not audited	N/A	N/A	No	No	1	2	3	2	2	0	13	No	No		No	No
84	Legal & Democratic Services	Democratic Services	Elections & Elections Payments	Joint	2019/20	Limited	Limited	No	No	1	2	3	2	3	0	14	No	No		No	No
85	Legal & Democratic Services	Democratic Services	Gifts and Hospitality (Councillors)	Joint	2016/17	Substantial	Substantial	No	No	1	2	3	1	1	0	11	No	No		No	No
86	Corporate Services	Community Enablement	Voluntary & Community Sector	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
87	Corporate Services	Community Enablement	Town & Parish Liaison	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
88	Corporate Services	Community Enablement	Assets of Community Value	Joint	2019/20	Satisfactory	Satisfactory	No	No	2	1	2	2	1	0	11	No	No		No	No
89	Corporate Services	Community Enablement	Community Grants	Joint	2018/19	Satisfactory	Satisfactory	No	No	2	2	3	1	1	0	13	No	No		No	No
90	Corporate Services	Community Enablement	Community Partnerships	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
91	Corporate Services	Community Enablement	Young People	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
92	Corporate Services	Community Enablement	Arts Development	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
93	Corporate Services	Community Enablement	SODC Online Lottery	SODC	Not audited	N/A	N/A	No	No	2	2	2	1	1	0	12	No	No		No	No

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94	Corporate Services	Community Enablement	Cornerstone	SODC	2019/20	Satisfactory	N/A	No	Yes	3	2	3	1	3	1	18	No	No	Will be audited in 2021/22	Yes	No
95	Corporate Services	Community Enablement	The Beacon	VWHDC	2017/18	N/A	Satisfactory	No	Yes	3	2	3	1	3	1	18	No	No	Will be audited in 2021/22	Yes	No
96	Corporate Services	Community Enablement	Communications	Joint	Not audited	N/A	N/A	No	No	1	1	3	1	2	0	10	No	No		No	No
97	Corporate Services	Community Enablement	Consultation (Public & Staff) & Community Engagement	Joint	2015/16	Substantial	Substantial	No	No	1	1	3	1	2	0	10	No	No		No	No
98	Corporate Services	Customer Assurance	Risk Management	Joint	2018/19	Satisfactory	Satisfactory	No	No	3	3	3	3	3	0	21	No	No		No	No
99	Corporate Services	Customer Assurance	Performance Management (Corporate Plan)	Joint	2016/17	Limited	Limited	No	No	1	1	2	1	2	0	9	No	No		No	Yes
100	Corporate Services	Customer Assurance	Health & Safety	Joint	2016/17	Satisfactory	Satisfactory	Yes	No	3	1	3	3	2	1	17	Yes	No		No	No
101	Corporate Services	Customer Assurance	Lone Working	Joint	2019/20	Audit in progress	Audit in progress	No	No	2	1	3	2	3	1	15	No	No		No	No
102	Corporate Services	Customer Assurance	Insurance	Joint	2018/19	Substantial	Substantial	No	No	3	2	3	3	3	0	19	No	No		No	No
103	Corporate Services	Customer Assurance	Equalities & Diversity	Joint	2011/12	Satisfactory	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	Yes
104	Corporate Services	Customer Assurance	Business Continuity	Joint	2015/16	Limited	Limited	No	No	3	2	3	1	3	0	17	No	No		No	Yes
105	Corporate Services	Customer Assurance	Emergency Planning	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	1	3	1	3	0	13	No	No		No	Yes
106	Corporate Services	Customer Assurance	Customer Services	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
107	Corporate Services	Customer Assurance	Comments & Complaints Process	Joint	2016/17	Satisfactory	Satisfactory	No	No	1	1	3	1	2	0	10	Yes	No	Covid response to comments and complaints will be covered in the corporate Covid-19 Response Governance Audit.	No	Yes
108	Corporate Services	Customer Assurance	Information Governance	Joint	2012/13	Satisfactory	Satisfactory	Yes	No	1	2	3	3	3	1	16	Yes	No	Covid-19 response to information governance will be audited in the Covid-19 Response Governance Audit	Yes	No
109	Corporate Services	Customer Assurance	Data Protection / GDPR	Joint	2019/20	Audit in progress	Audit in progress	No	No	3	2	3	3	2	0	18	No	No		No	No
110	Corporate Services	Customer Assurance	Freedom of Information Requests (FOI)	Joint	2012/13	Satisfactory	Satisfactory	No	No	1	1	3	2	2	0	11	No	No	Will be audited in 2021/22	Yes	No
111	Corporate Services	Customer Assurance	Environmental Information Regulations (EIR)	Joint	Not audited	N/A	N/A	No	No	1	1	3	2	1	0	10	No	No	Will be audited in 2021/22	Yes	No
112	Corporate Services	Customer Assurance	Executive & Business Support Team	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
113	Corporate Services	Customer Assurance	Cash Offices	Joint	2015/16	Limited	Limited	No	No	3	3	2	1	2	0	17	No	No	Will be audited in 2021/22	Yes	No
114	Corporate Services	HR & Payroll	Gifts & Hospitality (Officers)	Joint	Annual review of entries on register	N/A	N/A	No	No	1	2	3	1	1	0	11	No	No		No	No
115	Corporate Services	HR & Payroll	HR Policy Framework	Joint	Not audited	N/A	N/A	No	No	1	1	2	2	2	0	10	No	No		No	No
116	Corporate Services	HR & Payroll	HR Management & Reporting	Joint	2018/19	Limited	Limited	Yes	No	2	1	2	2	2	1	13	Yes	No		No	No
117	Corporate Services	HR & Payroll	HR Advisory	Joint	Not audited	N/A	N/A	No	No	2	1	2	2	2	0	12	No	No	Will be audited in 2021/22	Yes	No
118	Corporate Services	HR & Payroll	Annual Leave (incl. annualised hours policy)	Joint	Not audited	N/A	N/A	No	No	2	2	2	2	1	0	13	Yes	No	Will be covered in the HR Management audit.	No	No
119	Corporate Services	HR & Payroll	Payroll	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	3	3	1	22	Yes	No	Key financial audit performed annually - see Finance service area	No	No
120	Corporate Services	HR & Payroll	Pension Administration	Joint	Not audited	N/A	N/A	No	No	3	2	2	2	1	0	15	Yes	No	Will be covered in the Payroll audit.	No	No
121	Corporate Services	HR & Payroll	Recruitment & Selection (incl. Disclosure & Barring Service (DBS))	Joint	2015/16	Limited	Limited	No	No	2	2	2	2	2	0	14	No	No		No	No
122	Corporate Services	HR & Payroll	Travel & Subsistence (Expenses)	Joint	2018/19	Limited	Limited	No	No	2	3	2	1	1	0	14	Yes	No	Will be covered in the Payroll audit.	No	No
123	Corporate Services	HR & Payroll	Training & Development	Joint	2016/17	Satisfactory	Satisfactory	No	No	2	1	2	1	2	0	11	No	No		No	No
124	Corporate Services	HR & Payroll	HR Culture Project (incl. policy, performance management, wellbeing, training, recruitment, induction)	Joint	Not audited	N/A	N/A	No	No	2	1	2	2	2	0	12	No	No		No	No
125	Corporate Services	IT	IT Operations (incl. IT helpdesk, asset management, Active Directory)	Joint	2015/16	Satisfactory	Satisfactory	No	No	3	3	3	2	3	0	20	No	No	Will be audited in 2021/22	Yes	No
126	Corporate Services	IT	IT Infrastructure (incl. network setup and security)	Joint	Not audited	N/A	N/A	Yes	No	3	3	3	2	3	1	21	Yes	No	Covid-19 response to IT equipment will be audited in the Covid-19 Response Governance Audit	No	No
127	Corporate Services	IT	Mobile Telephony	Joint	Not audited	N/A	N/A	No	No	2	3	3	2	2	0	17	No	No	Will be audited in 2021/22	Yes	No
128	Corporate Services	IT	Information Security (incl. Cyber Security)	Joint	2019/20	Audit in progress	Audit in progress	No	No	3	3	3	2	3	0	20	No	No		No	No
129	Corporate Services	IT	Data Capture / Geographical Information Systems (GIS)	Joint	2008/09	Satisfactory	Satisfactory	No	No	1	1	1	1	1	0	7	No	No		No	No
130	Corporate Services	IT	Street Naming & Numbering	Joint	2018/19	Satisfactory	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	No
131	Corporate Services	IT	Disaster Recovery	Joint	2013/14	Satisfactory	Satisfactory	No	No	2	1	3	1	3	0	13	No	No		No	No
132	Policy & Programmes	Programmes	Corporate Projects Management	Joint	2015/16	Limited	Limited	No	No	2	1	3	2	3	0	14	No	No		No	Yes
133	Policy & Programmes	Programmes	Office Accommodation (NEW)	Joint	Not audited	N/A	N/A	Yes	No	3	1	3	3	3	1	18	No	No	Will be audited in 2021/22	Yes	No
134	Policy & Programmes	Programmes	Community Hub & Recovery (NEW)	Joint	Not audited	N/A	N/A	Yes	No	2	1	3	1	3	1	14	Yes	No	The community hub will be audited in the Covid-19 Response Governance Audit	No	No
135	Policy & Programmes	Programmes	Transformation Program	Joint	Not audited	N/A	N/A	No	No	2	1	3	2	2	0	13	No	No		No	No
136	Policy & Programmes	IT Programmes	IT Programme Support (NEW)	Joint	Not audited	N/A	N/A	No	No	3	3	3	2	3	0	20	No	No	Will be audited in 2021/22	Yes	No
137	Policy & Programmes	Insight & Policy	Insight	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
138	Policy & Programmes	Insight & Policy	Policy Framework	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
139	Policy & Programmes	Insight & Policy	Corporate Plan Development	Joint	Not audited	N/A	N/A	No	No	2	1	2	1	2	0	11	No	No		No	No

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Agenda Item 7

Schedule of Auditable Activity (SAA) 2020/2021 - by Service Area

No.	SERVICE AREA	SERVICE TEAM	AUDIT AREA	COUNCIL	LAST AUDITED	SODC LAST AUDIT RATING	VWHDC LAST AUDIT RATING	OFFICER REQUEST		RISK SCORING						THREE YEAR AUDIT PLAN					
								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23
140	Policy & Programmes	Insight & Policy	External Funding	Joint	Not audited	N/A	N/A	No	No	2	1	1	1	1	0	9	No	No		No	No
141	Policy & Programmes	Insight & Policy	5CP Transition Programmes (NEW)	Joint	Not audited	N/A	N/A	No	No	2	2	2	1	2	0	13	No	No		No	No
142	Policy & Programmes	Insight & Policy	Climate Action (incl. Strategic Energy)	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
143	Corporate Audits	Corporate	Stationery System	Joint	2011/12	Satisfactory	Satisfactory	No	No	2	1	1	1	1	0	9	No	No		No	No
144	Corporate Audits	Corporate	Contract Management	Joint	2014/15	Full	Full	Yes	No	3	2	3	2	3	1	19	No	No	Will be audited in 2021/22	Yes	No
145	Corporate Audits	Corporate	Partnership Performance Monitoring	Joint	2015/16	Limited	Limited	No	No	2	1	2	1	2	0	11	No	No		No	No

Schedule of Auditable Activity (SAA) 2020/2021 - by Priority Score

No.	SERVICE AREA	SERVICE TEAM	AUDIT AREA	COUNCIL	LAST AUDITED	SODC LAST AUDIT RATING	VWHDC LAST AUDIT RATING	OFFICER REQUEST		RISK SCORING							THREE YEAR AUDIT PLAN					
								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23	
60	Finance	Strategic Finance	Payroll	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	3	3	3	1	22	Yes	No	Key financial audit performed annually	Yes	Yes
77	Finance	Revenues & Benefits	National Non-Domestic Rates (NNDR)	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	3	3	3	3	3	3	1	22	Yes	No	Key financial audit performed annually. Will include a review of the Covid business grants	Yes	Yes
119	Corporate Services	HR & Payroll	Payroll	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	3	3	3	1	22	Yes	No	Key financial audit performed annually - see Finance service area	No	No
98	Corporate Services	Customer Assurance	Risk Management	Joint	2018/19	Satisfactory	Satisfactory	No	No	3	3	3	3	3	0	21	No	No		No	No	
126	Corporate Services	IT	IT Infrastructure (incl. network setup and security)	Joint	Not audited	N/A	N/A	Yes	No	3	3	3	2	3	1	21	Yes	No	Covid-19 response to IT equipment will be audited in the Covid-19 Response Governance Audit	No	No	
75	Finance	Revenues & Benefits	Council Tax	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	2	2	1	20	Yes	No	Key financial audit performed annually	Yes	Yes	
76	Finance	Revenues & Benefits	Housing Benefits & Council Tax Reduction Scheme (HBCTRS)	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	2	2	1	20	Yes	No	Key financial audit performed annually	Yes	Yes	
125	Corporate Services	IT	IT Operations (incl. IT helpdesk, asset management, Active Directory)	Joint	2015/16	Satisfactory	Satisfactory	No	No	3	3	3	2	3	0	20	No	No	Will be audited in 2021/22	Yes	No	
128	Corporate Services	IT	Information Security (incl. Cyber Security)	Joint	2019/20	Audit in progress	Audit in progress	No	No	3	3	3	2	3	0	20	No	No		No	No	
136	Policy & Programmes	IT Programmes	IT Programme Support (NEW)	Joint	Not audited	N/A	N/A	No	No	3	3	3	2	3	0	20	No	No	Will be audited in 2021/22	Yes	No	
58	Finance	Strategic Finance	Creditor Payments	Joint	2019/20	Limited	Limited	No	No	3	3	3	2	2	0	19	No	No	Will be audited in 2021/22	Yes	Yes	
59	Finance	Strategic Finance	General Ledger	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	3	3	2	1	3	1	19	Yes	No	Key financial audit performed annually	Yes	Yes	
61	Finance	Strategic Finance	Pro-Active Anti-Fraud Review	Joint	2019/20	Limited	Limited	Yes	No	3	3	3	1	2	1	19	Yes	No	Key financial audit performed annually	Yes	Yes	
74	Finance	Strategic Finance	Procurement	Joint	2019/20	Audit in progress	Audit in progress	No	No	3	3	2	2	3	0	19	No	No		No	No	
102	Corporate Services	Customer Assurance	Insurance	Joint	2018/19	Substantial	Substantial	No	No	3	2	3	3	3	0	19	No	No		No	No	
144	Corporate Audits	Corporate	Contract Management	Joint	2014/15	Full	Full	Yes	No	3	2	3	2	3	1	19	No	No	Will be audited in 2021/22	Yes	No	
12	Development & Regeneration	Property Management	Corporate Landlord (NEW)	Joint	Not audited	N/A	N/A	No	Yes	3	1	3	3	3	1	18	No	Yes	Corporate Landlord Approach consultancy review	No	No	
52	Housing & Environment	Technical Services	Grounds & Parks Maintenance	Joint	2017/18	Full	Full	No	Yes	3	2	3	2	2	1	18	No	Yes		No	No	
62	Finance	Strategic Finance	Sundry Debtors	Joint	2019/20	Limited	Limited	No	No	3	3	2	2	2	0	18	No	No	Will be audited in 2021/22	Yes	Yes	
63	Finance	Strategic Finance	Treasury Management	Joint	2019/20	Substantial	Substantial	Yes	No	3	3	2	1	2	1	18	Yes	No	Key financial audit performed annually	Yes	Yes	
73	Finance	Strategic Finance	Contract Management	Joint	2014/15	Full	Full	No	No	3	2	3	2	3	0	18	No	No	See corporate audits	No	No	
94	Corporate Services	Community Enablement	Cornerstone	SODC	2019/20	Satisfactory	N/A	No	Yes	3	2	3	1	3	1	18	No	No	Will be audited in 2021/22	Yes	No	
95	Corporate Services	Community Enablement	The Beacon	VWHDC	2017/18	N/A	Satisfactory	No	Yes	3	2	3	1	3	1	18	No	No	Will be audited in 2021/22	Yes	No	
109	Corporate Services	Customer Assurance	Data Protection / GDPR	Joint	2019/20	Audit in progress	Audit in progress	No	No	3	2	3	3	2	0	18	No	No		No	No	
133	Policy & Programmes	Programmes	Office Accommodation (NEW)	Joint	Not audited	N/A	N/A	Yes	No	3	1	3	3	3	1	18	No	No	Will be audited in 2021/22	Yes	No	
10	Development & Regeneration	Property Management	Property Management	Joint	2018/2019	Limited	Limited	No	No	3	1	3	3	3	0	17	No	No	Will be audited in 2021/22	Yes	No	
13	Development & Regeneration	Property Management	Estates & Facilities Management	Joint	2016/2017	Limited	Limited	Yes	No	3	2	3	1	2	1	17	No	No	Will be audited in 2021/22	Yes	No	
22	Planning	Planning Policy	S106/CIL Policy and Collection	Joint	2016/17	Full	Limited	No	No	3	2	3	2	2	0	17	No	No	Will be audited in 2021/22	Yes	No	
100	Corporate Services	Customer Assurance	Health & Safety	Joint	2016/17	Satisfactory	Satisfactory	Yes	No	3	1	3	3	2	1	17	Yes	No		No	No	
104	Corporate Services	Customer Assurance	Business Continuity	Joint	2015/16	Limited	Limited	No	No	3	2	3	1	3	0	17	No	No		No	Yes	
113	Corporate Services	Customer Assurance	Cash Offices	Joint	2015/16	Limited	Limited	No	No	3	3	2	1	2	0	17	No	No	Will be audited in 2021/22	Yes	No	
127	Corporate Services	IT	Mobile Telephony	Joint	Not audited	N/A	N/A	No	No	2	3	3	2	2	0	17	No	No	Will be audited in 2021/22	Yes	No	
8	Development & Regeneration	Economic Development	Leisure & Active Communities	Joint	2015/2016 (Leisure Facilities)	Satisfactory	Satisfactory	No	Yes	3	1	3	2	2	1	16	No	No		No	No	
21	Planning	Planning Policy	Local Plan / Transport Infrastructure	Joint	Not audited	N/A	N/A	No	No	3	1	3	2	3	0	16	No	No		No	No	
25	Planning	Development Management - Large Sites	Planning Enforcement	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	2	2	3	1	3	1	16	No	No	Will be audited in 2021/22	Yes	No	
46	Housing & Environment	Environmental Services	Brown Bins	Joint	2018/19	Limited	Limited	No	Yes	3	1	3	1	3	1	16	No	No	Will be audited in 2021/22	Yes	No	
57	Finance	Strategic Finance	Capital Management & Accounting	Joint	2019/20	Limited	Limited	Yes	No	3	2	2	1	2	1	16	Yes	No	Key financial audit performed annually	Yes	Yes	
67	Finance	Strategic Finance	Council Fees & Charges	Joint	2013/14	Limited	Limited	Yes	No	3	1	3	1	3	1	16	No	No	Will be audited in 2021/22	Yes	No	
108	Corporate Services	Customer Assurance	Information Governance	Joint	2012/13	Satisfactory	Satisfactory	Yes	No	1	2	3	3	3	1	16	Yes	No	Covid-19 response to information governance will be audited in the Covid-19 Response Governance Audit	Yes	No	
6	Development & Regeneration	Economic Development	Economic Development	Joint	Not audited	N/A	N/A	Yes	No	2	2	3	1	2	1	15	Yes	No	Covid-19 response to the discretionary grants scheme will be audited in the Covid-19 Response Governance	No	No	
15	Development & Regeneration	Infrastructure & Development	S106 agreement	Joint	Not audited	N/A	N/A	No	No	3	1	3	2	2	0	15	No	No	Will be audited in 2021/22	Yes	No	
16	Development & Regeneration	Infrastructure & Development	CIL spending	Joint	2016/2017	Full	Limited	No	No	3	1	3	2	2	0	15	No	No	Will be audited in 2021/22	Yes	No	
24	Planning	Development Management - Large Sites	Development Management (Planning Applications - Large Sites) incl.	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	2	2	3	1	2	1	15	No	No	Will be audited in 2021/22	Yes	No	
27	Planning	Development Management - Applications	Building Control	Joint	2016/17	Limited	Limited	Yes	No	2	2	3	1	2	1	15	Yes	No		No	No	
28	Planning	Development Management - Applications	Development Management (Planning Applications) - Minor/Other incl.	Joint	2019/20	Satisfactory	Satisfactory	Yes	No	2	2	3	1	2	1	15	No	No	Will be audited in 2021/22	Yes	No	
45	Housing & Environment	Environmental Services	Waste Management & Recycling (incl. Litter & Street Cleaning, Fly Tipping)	Joint	2015/16	Substantial	Substantial	No	No	3	1	3	1	3	0	15	No	No		No	Yes	
53	Housing & Environment	Technical Services	Toilets	Joint	Not audited	N/A	N/A	No	Yes	2	2	2	2	2	1	15	No	Yes	In-sourcing of public convenience cleaning will be audited in the Grounds & Parks Maintenance In-	No	No	

Schedule of Auditable Activity (SAA) 2020/2021 - by Priority Score

No.	SERVICE AREA	SERVICE TEAM	AUDIT AREA	COUNCIL	LAST AUDITED	SODC LAST AUDIT RATING	VWHD LAST AUDIT RATING	OFFICER REQUEST		RISK SCORING							THREE YEAR AUDIT PLAN				
								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23
65	Finance	Strategic Finance	Budgetary Control	Joint	2019/20	Satisfactory	Satisfactory	No	No	3	1	3	1	3	0	15	No	No		No	No
72	Finance	Strategic Finance	Receipt of Income Arrangements	Joint	2015/16	Satisfactory	Satisfactory	No	No	3	2	2	1	2	0	15	No	No		No	No
101	Corporate Services	Customer Assurance	Lone Working	Joint	2019/20	Audit in progress	Audit in progress	No	No	2	1	3	2	3	1	15	No	No		No	No
120	Corporate Services	HR & Payroll	Pension Administration	Joint	Not audited	N/A	N/A	No	No	3	2	2	2	1	0	15	Yes	No	Will be covered in the Payroll audit.	No	No
26	Planning	Development Management - Large Sites	Planning Appeals	Joint	2018/19	Satisfactory	Satisfactory	No	No	2	2	3	1	2	0	14	No	No		No	No
36	Housing & Environment	Licensing & Community Safety	Licensing	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	2	3	2	1	0	14	No	No		No	Yes
84	Legal & Democratic Services	Democratic Services	Elections & Elections Payments	Joint	2019/20	Limited	Limited	No	No	1	2	3	2	3	0	14	No	No		No	No
121	Corporate Services	HR & Payroll	Recruitment & Selection (incl. Disclosure & Barring Service (DBS))	Joint	2015/16	Limited	Limited	No	No	2	2	2	2	2	0	14	No	No		No	No
122	Corporate Services	HR & Payroll	Travel & Subsistence (Expenses)	Joint	2018/19	Limited	Limited	No	No	2	3	2	1	1	0	14	Yes	No	Will be covered in the Payroll audit.	No	No
132	Policy & Programmes	Programmes	Corporate Projects Management	Joint	2015/16	Limited	Limited	No	No	2	1	3	2	3	0	14	No	No		No	Yes
134	Policy & Programmes	Programmes	Community Hub & Recovery (NEW)	Joint	Not audited	N/A	N/A	Yes	No	2	1	3	1	3	1	14	Yes	No	The community hub will be audited in the Covid-19 Response Governance Audit	No	No
17	Development & Regeneration	Infrastructure & Development	Community Centres	Joint	Not audited	N/A	N/A	No	No	2	1	3	2	2	0	13	No	No		No	No
38	Housing & Environment	Licensing & Community Safety	Safeguarding Children, Young People & Vulnerable Adults	Joint	2016/17	Substantial	Substantial	No	No	2	1	3	3	1	0	13	No	No		No	Yes
43	Housing & Environment	Housing Needs	Disabled Facility Grants	Joint	2019/20	Full	Full	No	No	2	2	2	1	2	0	13	No	No		No	No
68	Finance	Strategic Finance	Credit Card Usage	Joint	2017/18	Limited	Limited	No	No	2	3	1	1	1	0	13	No	No		No	No
83	Legal & Democratic Services	Democratic Services	Democratic Services	Joint	Not audited	N/A	N/A	No	No	1	2	3	2	2	0	13	No	No		No	No
89	Corporate Services	Community Enablement	Community Grants	Joint	2018/19	Satisfactory	Satisfactory	No	No	2	2	3	1	1	0	13	No	No		No	No
105	Corporate Services	Customer Assurance	Emergency Planning	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	1	3	1	3	0	13	No	No		No	Yes
116	Corporate Services	HR & Payroll	HR Management & Reporting	Joint	2018/19	Limited	Limited	Yes	No	2	1	2	2	2	1	13	Yes	No		No	No
118	Corporate Services	HR & Payroll	Annual Leave (incl. annualised hours policy)	Joint	Not audited	N/A	N/A	No	No	2	2	2	2	1	0	13	Yes	No	Will be covered in the HR Management audit.	No	No
131	Corporate Services	IT	Disaster Recovery	Joint	2013/14	Satisfactory	Satisfactory	No	No	2	1	3	1	3	0	13	No	No		No	No
135	Policy & Programmes	Programmes	Transformation Program	Joint	Not audited	N/A	N/A	No	No	2	1	3	2	2	0	13	No	No		No	No
141	Policy & Programmes	Insight & Policy	5CP Transition Programmes (NEW)	Joint	Not audited	N/A	N/A	No	No	2	2	2	1	2	0	13	No	No		No	No
50	Housing & Environment	Technical Services	Car Parks	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	2	2	1	1	0	12	No	No		No	Yes
2	Partnerships	Strategic Partnership	5C Partnerships	Joint	Not audited	N/A	N/A	Yes	No	1	2	2	1	2	1	12	No	No	Will be audited in 2021/22 as part of the contract management audit	Yes	No
19	Development & Regeneration	Garden Communities	Didcot Garden Town Delivery	SODC	Not audited	N/A	N/A	No	Yes	2	1	2	1	2	1	12	No	No	Will be audited in 2021/22	Yes	No
40	Housing & Environment	Housing Needs	Housing Allocations	Joint	2012/13	Full	Full	No	No	1	2	3	2	1	0	12	No	No		No	Yes
47	Housing & Environment	Environmental Services	Food & Safety	Joint	2013/14	Satisfactory	Satisfactory	Yes	No	1	1	3	2	2	1	12	No	No	Will be audited in 2021/22	Yes	No
51	Housing & Environment	Technical Services	Mobile Home Parks	Joint	2019/20	Satisfactory	Satisfactory	No	No	2	2	2	1	1	0	12	No	No		No	No
55	Housing & Environment	Technical Services	Tree Management & Inspections	Joint	2017/18	Satisfactory	Satisfactory	No	No	2	1	3	2	1	0	12	No	No		No	No
64	Finance	Strategic Finance	Bank Contract & Arrangements	Joint	2014/15	Full	Full	No	No	2	1	1	2	3	0	12	No	No		No	No
66	Finance	Strategic Finance	Community Loans Scheme	SODC	2013/14	Full	Full	No	No	2	2	2	1	1	0	12	No	No		No	No
69	Finance	Strategic Finance	Internal Recharges	Joint	2017/18	Satisfactory	Satisfactory	No	No	3	1	1	1	2	0	12	No	No		No	No
79	Legal & Democratic Services	Legal Services	Regulation of Investigatory Powers (RIPA)	Joint	2013/14	Full	Full	No	No	2	1	3	1	2	0	12	No	No		No	No
80	Legal & Democratic Services	Democratic Services	Anti-Fraud & Corruption Policies	Joint	2014/15	Limited	Limited	No	No	1	3	2	1	1	0	12	No	No		No	No
81	Legal & Democratic Services	Democratic Services	Whistleblowing	Joint	2014/15	Limited	Limited	No	No	1	3	2	1	1	0	12	No	No		No	No
82	Legal & Democratic Services	Democratic Services	Corporate Governance	Joint	2014/15	Full	Full	No	No	1	2	3	1	2	0	12	No	No		No	Yes
93	Corporate Services	Community Enablement	SODC Online Lottery	SODC	Not audited	N/A	N/A	No	No	2	2	2	1	1	0	12	No	No		No	No
117	Corporate Services	HR & Payroll	HR Advisory	Joint	Not audited	N/A	N/A	No	No	2	1	2	2	2	0	12	No	No	Will be audited in 2021/22	Yes	No
124	Corporate Services	HR & Payroll	HR Culture Project (incl. policy, performance management, wellbeing, training, recruitment,	Joint	Not audited	N/A	N/A	No	No	2	1	2	2	2	0	12	No	No		No	No
1	Partnerships	Strategic Partnership	Oxfordshire Housing & Growth Deal and Growth Board	Joint	Not audited	N/A	N/A	No	No	2	1	2	1	2	0	11	No	No		No	No
18	Development & Regeneration	Infrastructure & Development	Infrastructure	Joint	Not audited	N/A	N/A	No	No	1	1	3	2	2	0	11	No	No		No	No
70	Finance	Strategic Finance	Petty Cash Procedures	Joint	2018/19	Limited	Limited	No	No	2	2	1	1	1	0	11	No	No		No	No
71	Finance	Strategic Finance	Petty Cash Spot Checks	Joint	2017/18	Full	Full	No	No	2	2	1	1	1	0	11	No	No		No	No
78	Legal & Democratic Services	Legal Services	Land Charges	Joint	2019/20	Audit in progress	Audit in progress	No	No	2	1	3	1	1	0	11	No	No		No	No
85	Legal & Democratic Services	Democratic Services	Gifts and Hospitality (Councillors)	Joint	2016/17	Substantial	Substantial	No	No	1	2	3	1	1	0	11	No	No		No	No
88	Corporate Services	Community Enablement	Assets of Community Value	Joint	2019/20	Satisfactory	Satisfactory	No	No	2	1	2	2	1	0	11	No	No		No	No

Schedule of Auditable Activity (SAA) 2020/2021 - by Priority Score

No.	SERVICE AREA	SERVICE TEAM	AUDIT AREA	COUNCIL	LAST AUDITED	SODC LAST AUDIT RATING	VWHDC LAST AUDIT RATING	OFFICER REQUEST		RISK SCORING							THREE YEAR AUDIT PLAN				
								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23
110	Corporate Services	Customer Assurance	Freedom of Information Requests (FOI)	Joint	2012/13	Satisfactory	Satisfactory	No	No	1	1	3	2	2	0	11	No	No	Will be audited in 2021/22	Yes	No
114	Corporate Services	HR & Payroll	Gifts & Hospitality (Officers)	Joint	Annual review of entries on register	N/A	N/A	No	No	1	2	3	1	1	0	11	No	No		No	No
123	Corporate Services	HR & Payroll	Training & Development	Joint	2016/17	Satisfactory	Satisfactory	No	No	2	1	2	1	2	0	11	No	No		No	No
139	Policy & Programmes	Insight & Policy	Corporate Plan Development	Joint	Not audited	N/A	N/A	No	No	2	1	2	1	2	0	11	No	No		No	No
145	Corporate Audits	Corporate	Partnership Performance Monitoring	Joint	2015/16	Limited	Limited	No	No	2	1	2	1	2	0	11	No	No		No	No
4	Partnerships	Strategic Partnership	Oxfordshire Local Enterprise Partnership (OxLEP) (incl. Enterprise Zones)	Joint	Not audited	N/A	N/A	No	No	2	1	2	1	1	0	10	No	No		No	No
39	Housing & Environment	Licensing & Community Safety	VFM from CCTV Contract	Joint	2009/10	Satisfactory	Satisfactory	No	No	2	1	2	1	1	0	10	No	No		No	No
41	Housing & Environment	Housing Needs	Temporary Accommodation	Joint	2014/15	Satisfactory	Limited	No	No	1	1	3	1	2	0	10	No	No		No	Yes
44	Housing & Environment	Environmental Services	Environmental Protection	Joint	2016/17	Limited	Satisfactory	No	No	1	1	3	2	1	0	10	No	No		No	No
96	Corporate Services	Community Enablement	Communications	Joint	Not audited	N/A	N/A	No	No	1	1	3	1	2	0	10	No	No		No	No
97	Corporate Services	Community Enablement	Consultation (Public & Staff) & Community Engagement	Joint	2015/16	Substantial	Substantial	No	No	1	1	3	1	2	0	10	No	No		No	No
107	Corporate Services	Customer Assurance	Comments & Complaints Process	Joint	2016/17	Satisfactory	Satisfactory	No	No	1	1	3	1	2	0	10	Yes	No	Covid response to comments and complaints will be covered in the corporate Covid-19 Response	No	Yes
111	Corporate Services	Customer Assurance	Environmental Information Regulations (EIR)	Joint	Not audited	N/A	N/A	No	No	1	1	3	2	1	0	10	No	No	Will be audited in 2021/22	Yes	No
115	Corporate Services	HR & Payroll	HR Policy Framework	Joint	Not audited	N/A	N/A	No	No	1	1	2	2	2	0	10	No	No		No	No
14	Development & Regeneration	Infrastructure & Development	Affordable Housing (previously Housing Development)	Joint	2018/2019	Full	Full	No	No	1	1	3	1	1	0	9	No	No		No	No
20	Development & Regeneration	Garden Communities	Development (incl. Berinsfield and Dalton Barracks Garden Village)	Joint	2018/2019	Full	Full	No	No	1	1	3	1	1	0	9	No	No		No	No
23	Planning	Planning Policy	Neighbourhood Planning Grants	Joint	2015/16	Limited	Limited	Yes	No	1	1	2	1	1	1	9	No	No	Will be audited in 2021/22	Yes	No
37	Housing & Environment	Licensing & Community Safety	Community Safety	Joint	Prior to 2010/11 (VWHDC only)	N/A	Unknown - hard copy audit files	No	No	1	1	3	1	1	0	9	No	No		No	No
54	Housing & Environment	Technical Services	Cemeteries	SODC	2017/18	Full	Full	No	No	1	1	2	1	2	0	9	No	No		No	No
99	Corporate Services	Customer Assurance	Performance Management (Corporate Plan)	Joint	2016/17	Limited	Limited	No	No	1	1	2	1	2	0	9	No	No		No	Yes
140	Policy & Programmes	Insight & Policy	External Funding	Joint	Not audited	N/A	N/A	No	No	2	1	1	1	1	0	9	No	No		No	No
143	Corporate Audits	Corporate	Stationery System	Joint	2011/12	Satisfactory	Satisfactory	No	No	2	1	1	1	1	0	9	No	No		No	No
3	Partnerships	Strategic Partnership	Ox-Cam Arc	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
5	Partnerships	Strategic Partnership	Science Vale Brand	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
7	Development & Regeneration	Economic Development	Leader Project Assurance	SODC	2017/2018	Full	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
11	Development & Regeneration	Property Management	Moorings	VWHDC only	2019/20	N/A	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	No
42	Housing & Environment	Housing Needs	Private Housing (Licensing HMO)	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
48	Housing & Environment	Environmental Services	Stray Dogs Contract	Joint	2010/11 (VWHDC only)	N/A	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	No
49	Housing & Environment	Technical Services	Engineering Services (Sewerage, Flooding, Drainage)	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
56	Housing & Environment	Technical Services	Public Realm	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
86	Corporate Services	Community Enablement	Voluntary & Community Sector	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
87	Corporate Services	Community Enablement	Town & Parish Liaison	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
90	Corporate Services	Community Enablement	Community Partnerships	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
91	Corporate Services	Community Enablement	Young People	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
92	Corporate Services	Community Enablement	Arts Development	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
103	Corporate Services	Customer Assurance	Equalities & Diversity	Joint	2011/12	Satisfactory	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	Yes
106	Corporate Services	Customer Assurance	Customer Services	Joint	Not audited	N/A	N/A	No	No	1	1	2	1	1	0	8	No	No		No	No
130	Corporate Services	IT	Street Naming & Numbering	Joint	2018/19	Satisfactory	Satisfactory	No	No	1	1	2	1	1	0	8	No	No		No	No
9	Development & Regeneration	Economic Development	Market Towns	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
29	Planning	Planning Business	Registration	Joint	2019/20	Satisfactory	Satisfactory	No	No	1	1	1	1	1	0	7	No	No		No	No
30	Planning	Planning Business	Footpaths	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
31	Planning	Planning Business	Business Support	Joint	2019/20	Satisfactory	Satisfactory	No	No	1	1	1	1	1	0	7	No	No		No	No
32	Planning	Planning Business	Conservation Area Appraisals	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
33	Planning	Planning Business	Ecology	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
34	Planning	Planning Business	Urban Design	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
35	Planning	Planning Business	Trees	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
112	Corporate Services	Customer Assurance	Executive & Business Support Team	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No

Schedule of Auditable Activity (SAA) 2020/2021 - by Priority Score

No.	SERVICE AREA	SERVICE TEAM	AUDIT AREA	COUNCIL	LAST AUDITED	SODC LAST AUDIT RATING	VWHDC LAST AUDIT RATING	OFFICER REQUEST		RISK SCORING						THREE YEAR AUDIT PLAN					
								PLANNED ASSURANCE AUDIT	PLANNED CONSULTANCY AUDIT	FINANCIAL RISK (x2)	FRAUD RISK (x2)	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST (1 FOR YES)	PRIORITY SCORE (MIN.7, MAX.22)	2020/21 PLANNED ASSURANCE	2020/21 PLANNED CONSULTANCY	2020/21 AUDIT PLANNING NOTES	2021/22	2022/23
129	Corporate Services	IT	Data Capture / Geographical Information Systems (GIS)	Joint	2008/09	Satisfactory	Satisfactory	No	No	1	1	1	1	1	0	7	No	No		No	No
137	Policy & Programmes	Insight & Policy	Insight	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
138	Policy & Programmes	Insight & Policy	Policy Framework	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No
142	Policy & Programmes	Insight & Policy	Climate Action (incl. Strategic Energy)	Joint	Not audited	N/A	N/A	No	No	1	1	1	1	1	0	7	No	No		No	No

Key:	Description
Audit allocation days	Total budgeted days, split by SODC and VWHDC used for the last audit.
Last reviewed	Audit year last reviewed
Last audit rating	Audit rating of last audit
Financial risk score (x2)*	Any risk which has a potential adverse financial consequence.
Fraud risk score (x2)*	The risk of a person/persons using deception to make a personal gain which has an impact on the organisation.
Reputational risk score	Risk of negative perception by the public and stakeholders.
Legal risk score	Risk of non-compliance to laws and regulations. Any financial consequence of such a breach is scored in the financial risk element.
Corporate risk score	Risk of operational disruption resulting from inadequate or failed internal processes, people and systems or from external events.
Officer request	Review requested by Head of Service for 2020/21 audit plan. Requested: 1 Not requested: 0
Priority score	Sum of all the risk scores, with a minimum score of 7 and a maximum score of 22
Key financial audit	Key financial audit, reviewed annually

* Financial and fraud risk has been weighted (x2), due to higher level of impact if risk materialised.

Risk Definitions & Scoring	
Low Risk: 1	Consequences will not be severe and any associated losses relatively small.
Medium risk: 2	Significant impact to council operations and services.
High risk: 3	Major impact to council operations and services.