

Appendix A

Audits Completed second quarter 2010-11

Audit	Quarter Due	Status	Assurance Level *	Tot No. of Recs	High Priority	Medium Priority	Low Priority	H/M Recs not Agreed(see att)
Choice Based Lettings	2	Final	High	0				0
Office cleaning	2	Final	High	2	0	2	0	0
Car parks	2	Final	High	2	1	0	1	0
Licensing	2	Final	High	2	1	0	1	0
Emergency Planning/Business Continuity	2	Final	High	2	0	2	0	0

Reasons for not providing a high assurance level on final reports

Not applicable

Progress Against Audit Plan

Audit	Status	Due
Corporate Governance	Ongoing	Quarter 3
Performance Indicators & Management	Completed	
Fees and charges	Completed	
Choice Based Lettings	Completed	
Mortgages	Completed	
Concessionary travel	Completed	
Procurement	Completed	
Car parks	Completed	
Office cleaning	Completed	
Licensing	Completed	
Emergency Planning/Business Continuity	Completed	
HR Processes	Ongoing	Quarter 3
Risk Management	Ongoing	Quarter 3
Debtors	Ongoing	Quarter 4

Contingency Work

Asset register for PWC compliance	Completed
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Cash income monitoring
Area Forum grants

Ongoing
Completed

Appendix B

Assurance level definitions:

Overall Audit Opinion	
High	Controls are in place and operating satisfactorily. Reasonable assurance can be given that the system, process or activity should achieve its objectives safely and effectively.
Medium	There are some control weaknesses but most key controls are in place and operating effectively. Some assurance can be given that the system, process or activity should achieve its objectives safely and effectively.
Low	Controls are in place but operating poorly or controls are inadequate, failing or not present to satisfaction. Only limited assurance can be given that the system, process or activity will achieve its objectives safely and effectively.

Recommendation Priority Levels definitions:

High	Action is agreed for implementation within one month of the report date
Medium	Action is agreed for implementation within three months of the report date
Low	Action is agreed for implementation within twelve months of the report date