

Schedule of Auditable Activity (updated 8 March 2012)

SERVICE AREA	SERVICE TEAM	AUDIT AREA	SODC/ VWHDC/ JOINT	LAST PRIORITY RATING	SODC AUDIT ALLOCATION	VWHDC AUDIT ALLOCATION	LAST REVIEWED	REVIEW SCORE	LAST AUDIT RATING	RATING SCORE	FINANCIAL RISK X 2	FRAUD RISK X 2	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST	PRIORITY SCORE
Finance	Accountancy	Agresso	Joint	High	5	5	2008/2009	3	Limited	2	3	3	3	1	3	0	24
Finance	Payroll	Payroll	Joint	High	15	15	2011/2012	0	Limited	2	3	3	3	3	3	0	23
Finance	Revenue & Benefits	Academy	Joint	High	5	5	2008/2009	3	Satisfactory	1	3	3	3	1	3	0	23
Finance	Accountancy	Insurance	VWHDC	N/A	0	Not Known	2007/2008	4	Satisfactory	1	3	1	3	3	3	0	22
HR, IT & Customer Services	Performance & Projects	VFM in Procurement	VWHDC	Medium	0	6	2009/2010	2	Limited	2	3	3	3	1	2	0	22
HR, IT & Customer Services	Contact Services	Abingdon Local Service Point	VWHDC	N/A	0	8	2007/2008	4	Satisfactory	1	3	3	3	0	1	0	21
HR, IT & Customer Services	Performance & Projects	VFM in Procurement	SODC	Medium	6	0	2009/2010	2	Satisfactory	1	3	3	3	1	2	0	21
Economy, Leisure & Property	Leisure	Seasonal Leisure Activities	VWHDC	N/A	0	Not Known	2000/2001	11	Satisfactory	1	2	1	2	1	0	0	21
Planning	Development	S106 Commuted Sums	Joint	Medium	6	6	2009/2010	2	Limited	2	3	2	3	2	1	1	21
Finance	Revenue & Benefits	Benefit Fraud	VWHDC	N/A	0	6	2007/2008	4	Satisfactory	1	3	2	3	1	1	0	20
Finance	Revenue & Benefits	Housing & Council Tax Benefits	Joint	High	15	15	2011/2012	0			3	3	3	2	3	0	20
Finance	Revenue & Benefits	NNDR	Joint	High	10	10	2011/2012	0	Satisfactory	1	3	3	3	2	2	0	20
HR, IT & Customer Services	IT	Disaster Recovery	SODC	Medium	10	0	2008/2009	3	Limited	2	3	1	3	1	3	0	20
Economy, Leisure & Property	Facilities	Postal Cash & Cheques	VWHDC	Medium	0	7	2010/2011	1	Limited	2	3	3	2	0	2	0	19
Finance	Accountancy	Creditor Payments	Joint	High	10	10	2011/2012	0	Satisfactory	1	3	3	2	2	2	0	19
Finance	Accountancy	General Ledger	Joint	High	10	10	2011/2012	0	Satisfactory	1	3	3	2	1	3	0	19
Finance	Revenue & Benefits	Council Tax	Joint	High	10	10	2011/2012	0	Full	0	3	3	3	2	2	0	19
Health and Housing	Housing Needs/ Advice	Rent Accounting	VWHDC	Medium	0	10	2007/2008	4	Limited	2	3	1	3	1	1	0	19
Legal & Democratic Services	Elections, Licensing & Local Land Charges	Elections	SODC	N/A	8	0	2007/2008	4	Limited	2	1	2	3	2	2	0	19
HR, IT & Customer Services	IT	ICT	VWHDC	Medium	0	10	2010/2011	1	Limited	2	2	2	3	1	3	1	19
Finance	Accountancy	Budgetary Control	Joint	Medium	5	5	2008/2009	3	Satisfactory	1	3	1	3	0	2	1	18
Economy, Leisure & Property	Technical	Car Parks	Joint	Medium	10	10	2011/2012	0	Satisfactory	1	3	3	3	1	1	0	18
Finance	Accountancy	Sundry Debtors	Joint	High	10	10	2011/2012	0			3	3	2	2	2	0	18
HR, IT & Customer Services	Contact Services	Cash Office	SODC	Medium	8	0	2010/2011	1	Satisfactory	1	3	3	2	0	2	0	18
HR, IT & Customer Services	Contact Services	Cash Office	VWHDC	Medium	0	4	2011/2012	0	Limited	2	3	3	2	0	2	0	18
HR, IT & Customer Services	Performance & Projects	Business Continuity	SODC	N/A	10	0	2007/2008	4	Satisfactory	1	3	0	3	1	3	0	18
Legal & Democratic Services	Elections, Licensing & Local Land Charges	Elections	VWHDC	N/A	0	10	2007/2008	4	Satisfactory	1	1	2	3	2	2	0	18
HR, IT & Customer Services	Performance & Projects	Data Protection	Joint	N/A	5	5	2007/2008	4	Limited	2	1	1	3	3	1	1	18
Economy, Leisure & Property	Leisure	Leisure Centres	Joint	Medium	15	15	2010/2011	1	Limited	2	3	1	3	2	2	0	18
Corporate Audits		Pro-Active Anti-Fraud Review	Joint	High	10	10	2011/2012	0			3	3	2	1	2	0	17
Economy, Leisure & Property	Leisure	Wantage Civic Hall	VWHDC	N/A	0	Not Known	2006/2007	5	Satisfactory	1	2	2	2	0	1	0	17
Finance	Accountancy	Receipt of Income Arrangements	Joint	High	9	9	2008/2009	3	Satisfactory	1	3	2	1	0	2	0	17
HR, IT & Customer Services	IT	Groupwise/Exchange Procurement	Joint	Medium	4	4	2011/2012	0			2	3	3	2	1	1	17
HR, IT & Customer Services	Performance & Projects	Business Continuity	VWHDC	Medium	0	9	2008/2009	3	Satisfactory	1	3	0	3	1	3	0	17
HR, IT & Customer Services	Performance & Projects	Risk Management	SODC	Medium	4	0	2007/2008	4	Limited	2	2	1	3	0	2	0	17
Legal & Democratic Services	Elections, Licensing & Local Land Charges	Elections Payments	Joint	Medium	7	7	2011/2012	0			3	3	2	1	2	0	17
Legal & Democratic Services	Elections, Licensing & Local Land Charges	Licensing	Joint	Medium	10	10	2011/2012	0	Satisfactory	1	2	2	3	3	1	1	17
Finance	Accountancy	Bank Reconciliation	Joint	High	10	10	2009/2010	2	Satisfactory	1	3	2	1	1	2	0	17
Corporate Strategy	Policy & Engagement	Health & Safety	Joint	Medium	10	10	2010/2011	1	Limited	2	2	1	3	3	2	0	17
Corporate Strategy	Waste	Brown Bins	Joint	High	10	10	2011/2012	0	Satisfactory	1	3	1	3	1	2	1	16
Economy, Leisure & Property	Facilities	Mobile Home Parks	SODC	N/A	Not Known	0	2000/2001	11	Satisfactory	1	1	0	2	0	0	0	16
Economy, Leisure & Property	Technical	Emergency Planning	VWHDC	Medium	0	5	2008/2009	3	Limited	2	2	0	3	1	3	0	16
Finance	Accountancy	Council Charges	Joint	Medium	10	10	2008/2009	3	Limited	2	2	1	2	1	2	0	16
Finance	Accountancy	Financial Systems Reconciliations	Joint	High	6	6	2009/2010	2	Satisfactory	1	2	2	1	1	3	0	16
HR, IT & Customer Services	Human Resources	Travel & Subsistence	Joint	Medium	10	10	2011/2012	0	Satisfactory	1	3	3	1	0	2	0	16
HR, IT & Customer Services	IT	Disaster Recovery	VWHDC	Medium	0	10	2008/2009	3	Full	0	3	0	3	1	3	0	16
HR, IT & Customer Services	IT	ICT	SODC	Medium	10	0	2010/2011	1	Satisfactory	1	2	2	3	0	3	0	16
HR, IT & Customer Services	Performance & Projects	Ocella/Uniform ICT Procurement	Joint	Medium	4	4	2011/2012	0	Full	0	2	3	2	2	1	1	16
HR, IT & Customer Services	Performance & Projects	Risk Management	VWHDC	Medium	0	8	2008/2009	3	Limited	2	2	1	3	0	2	0	16
Legal & Democratic Services	Democratic Services	Anti-Fraud & Corruption Policies	Joint	High	8	8	2008/2009	3	Limited	2	1	3	2	0	1	0	16
Finance	Accountancy	Treasury Management	Joint	High	7	7	2011/2012	0			3	2	2	2	2	0	16
Economy, Leisure & Property	Arts	Comerstone - Emergency Planning, Disaster Recovery & Business Continuity	SODC	Medium	12	0	2010/2011	1	Satisfactory	1	3	0	3	1	3	0	15
Economy, Leisure & Property	Facilities	Post Room	Joint	Low	10	10	2008/2009	3	Satisfactory	1	2	2	1	0	2	0	15
Economy, Leisure & Property	Technical	Emergency Planning	SODC	Medium	5	0	2008/2009	3	Satisfactory	1	2	0	3	1	3	0	15
Finance	Accountancy	Capital Management & Accounting	Joint	High	7	7	2011/2012	0			3	2	2	1	2	0	15
Health and Housing	Housing Needs/ Advice	Housing Allocations	SODC	N/A	6	0	2007/2008	4	Satisfactory	1	1	1	3	2	1	0	15
HR, IT & Customer Services	Performance & Projects	Records Management	Joint	Low	7	7	2008/2009	3	Limited	2	1	1	3	1	2	0	15
Legal & Democratic Services	Legal Services	Contract Monitoring	VWHDC	Medium	0	10	2008/2009	3	Limited	2	1	1	2	2	2	0	15
Health and Housing	Housing Needs/ Advice	Temporary Accommodation	VWHDC	N/A	0	Not Known	2007/2008	4	Satisfactory	1	1	1	3	1	1	1	15
Corporate Audits		Lone Working/ Officer Security	VWHDC	Low	0	10	2009/2010	2	Satisfactory	1	2	0	3	2	3	0	15

Schedule of Auditable Activity (updated 8 March 2012)

SERVICE AREA	SERVICE TEAM	AUDIT AREA	SODC/ VVHDC/ JOINT	LAST PRIORITY RATING	SODC AUDIT ALLOCATION	VVHDC AUDIT ALLOCATION	LAST REVIEWED	REVIEW SCORE	LAST AUDIT RATING	RATING SCORE	FINANCIAL RISK X 2	FRAUD RISK X 2	REPUTATIONAL RISK	LEGAL RISK	CORPORATE RISK	OFFICER REQUEST	PRIORITY SCORE
Economy, Leisure & Property	Facilities	Stock Control	Joint	Medium	10	10	2008/2009	3	Satisfactory	1	2	2	1	0	1	0	14
Finance	Accountancy	Time Management Across Both Councils	Joint	Medium	10	10	2010/2011	0	Satisfactory	1	3	1	1	1	3	0	14
Legal & Democratic Services	Elections, Licensing & Local Land Charges	Land Charges	SODC	N/A	10	0	2007/2008	4	Satisfactory	1	2	0	3	1	1	0	14
Legal & Democratic Services	Legal Services	Contract Monitoring	SODC	Medium	10	0	2008/2009	3	Satisfactory	1	1	1	2	2	2	0	14
Planning	Planning Policy	Planning Control	SODC	N/A	10	0	2007/2008	4	Satisfactory	1	1	1	2	1	2	0	14
Legal & Democratic Services	Democratic Services	Gifts and Hospitality	Joint	Low	5	5	2011/2012	0	Sats/Limited	1.5	1	2	3	1	1	1	13.5
Corporate Strategy	Community Partnership	Partnership Performance Monitoring	Joint	Medium	10	10	2009/2010	2	Satisfactory	1	2	0	3	1	2	0	13
Corporate Strategy	Waste	Waste Management and Recycling	Joint	Medium	10	10	2011/2012	0	Limited	2	3	0	3	1	1	0	13
Economy, Leisure & Property	Arts	Cornerstone - Couture Contract	SODC	Medium	10	0	2009/2010	2	Limited	2	2	1	2	1	0	0	13
Finance	Accountancy	Bank Contract & Arrangements	SODC	N/A	4	0	2007/2008	2	Satisfactory	1	2	0	1	2	3	0	13
Finance	Accountancy	Verification of Budget Savings	Joint	Medium	10	10	2011/2012	0	Satisfactory	1	3	0	3	0	3	1	13
HR, IT & Customer Services	Performance & Projects	Project Management	Joint	Medium	15	15	2010/2011	1	Satisfactory	1	2	1	2	1	2	0	13
Corporate Strategy	Community Partnership	Discretionary Grants	VVHDC	N/A	0	7	2007/2008	4	Full	0	2	0	3	0	1	1	13
HR, IT & Customer Services	Human Resources	HR Recruitment Processes	Joint	High	10	10	2010/2011	1	Satisfactory	1	1	2	2	2	1	0	13
Legal & Democratic Services	Democratic Services	Corporate Governance	VVHDC	Medium	0	10	2008/2009	3	Satisfactory	1	0	2	3	0	2	0	13
Finance	Accountancy	Internal Recharges	Joint	Low	8	8	2008/2009	3	Satisfactory	1	3	0	0	0	2	1	13
Legal & Democratic Services	Democratic Services	Corporate Governance	SODC	Medium	10	0	2008/2009	3	Full	0	0	2	3	1	2	0	13
Economy, Leisure & Property	Arts	Cornerstone - Membership	SODC	Medium	6	0	2009/2010	2	Satisfactory	1	2	1	2	0	1	0	12
Economy, Leisure & Property	Facilities	Facilities Management	Joint	Low	7	7	2011/2012	0	Satisfactory	1	2	1	2	0	2	1	12
Finance	Accountancy	Petty Cash Procedures	Joint	Medium	5	5	2008/2009	3	Satisfactory	1	1	3	0	0	0	0	12
Finance	Accountancy	Petty Cash Spot Checks	Joint	Low	3	3	2011/2012	0	Full	0	3	3	0	0	0	0	12
Health and Housing	Housing Needs/ Advice	Temporary Accommodation	SODC	Low	10	0	2009/2010	2	Satisfactory	1	1	1	3	1	1	0	12
HR, IT & Customer Services	Human Resources	Establishment Listing	Joint	Medium	3	3	2011/2012	0	Limited	2	2	1	0	0	3	1	12
HR, IT & Customer Services	Human Resources	HR Management	Joint	Low	10	10	2008/2009	3	Satisfactory	1	0	1	2	2	2	0	12
HR, IT & Customer Services	Performance & Projects	Information Governance	Joint	Medium	15	15	2009/2010	2	Satisfactory	1	0	0	3	2	3	1	12
HR, IT & Customer Services	Performance & Projects	Performance Management	Joint	Low	8	8	2008/2009	3	Satisfactory	1	1	0	3	1	2	0	12
Corporate Strategy	Policy & Engagement	Consultation (Public & Staff)	Joint	Low	10	10	2008/2009	3	Limited	2	0	0	3	0	3	0	11
Corporate Strategy	Waste	Cleansing Services	SODC	N/A	8	0	2007/2008	4	Satisfactory	1	1	0	3	1	0	0	11
Economy, Leisure & Property	Economic Development	Leader Project Assurance	SODC	Medium	10	0	2010/2011	1	Satisfactory	1	3	0	1	0	1	1	11
Health and Housing	Environmental Protection	Environmental Protection	VVHDC	N/A	0	7	2007/2008	4	Satisfactory	1	1	0	3	1	0	0	11
HR, IT & Customer Services	Human Resources	HR Grievance Procedures	Joint	Low	10	10	2010/2011	1	Full	0	2	0	3	2	1	0	11
HR, IT & Customer Services	Performance & Projects	Freedom of Information	VVHDC	Medium	0	10	2008/2009	3	Limited	2	0	0	3	2	0	1	11
HR, IT & Customer Services	Human Resources	Training & Development	SODC	N/A	18	0	2006/2007	5	Satisfactory	1	0	0	2	1	2	0	11
HR, IT & Customer Services	Human Resources	Car Loans	VVHDC	Medium	0	10	2010/2011	1	Satisfactory	1	2	1	1	1	0	0	10
Corporate Audits		Comments & Complaints Process	SODC	Low	8	0	2008/2009	3	Satisfactory	1	1	0	3	1	0	0	10
HR, IT & Customer Services	Human Resources	HR Pro System and Annual Leave Entitlement	Joint	Low	7	7	2011/2012	0	Satisfactory	1	2	1	0	1	2	1	10
HR, IT & Customer Services	Contact Services	Out of Hours Arrangement	Joint	Medium	9	9	2008/2009	3	Satisfactory	1	0	0	3	1	2	0	10
HR, IT & Customer Services	IT	Land and Property Gazetter	VVHDC	Medium	0	7	2007/2008	4	Satisfactory	1	0	0	1	2	2	0	10
Corporate Audits		Comments & Complaints Process	VVHDC	Medium	0	10	2009/2010	2	Satisfactory	1	1	0	3	1	0	0	9
Economy, Leisure & Property	Economic Development	Leader Project Grant Verification	SODC	Medium	4	0	2011/2012	0	Full	0	3	0	1	0	1	1	9
Finance	Accountancy	Mortgages Administration	VVHDC	Medium	0	7	2010/2011	1	Limited	2	2	0	1	1	0	0	9
Health and Housing	Environmental Protection	Pest Control	SODC	Low	5	0	2010/2011	1	Limited	2	1	0	3	1	0	0	9
Health and Housing	Housing Needs/ Advice	Affordable Housing	VVHDC	N/A	0	8	2007/2008	4	Limited	2	0	0	3	0	0	0	9
HR, IT & Customer Services	Performance & Projects	Freedom of Information	SODC	Medium	10	0	2008/2009	3	Satisfactory	1	0	0	3	2	0	0	9
Planning	Building Control	Building Control	Joint	Low	5	5	2011/2012	0	Satisfactory	1	2	0	2	1	1	0	9
HR, IT & Customer Services	Performance & Projects	Verification of Performance Indicators	Joint	Medium	10	10	2011/2012	0	Satisfactory	1	2	0	3	0	2	0	9
Corporate Strategy	Waste	Oxfordshire Waste Partnership	VVHDC	Medium	0	10	2008/2009	3	Satisfactory	1	1	0	0	0	0	1	8
Economy, Leisure & Property	Facilities	Stationery System	Joint	Low	6	6	2011/2012	0	Satisfactory	1	2	1	0	0	1	0	8
Health and Housing	Housing Development & Regeneration	Housing Development	SODC	N/A	10	0	2007/2008	4	Satisfactory	1	0	0	3	0	0	0	8
Planning	Development	Planning Fees	Joint	Medium	7	7	2011/2012	0	Full	0	1	0	2	2	1	1	8
Corporate Audits		Tourism (Marketing Contract)	SODC	Low	5	0	2008/2009	3	Satisfactory	1	1	0	1	0	0	0	7
Corporate Strategy	Community Safety	VFM from CCTV Contract	Joint	Low	10	10	2009/2010	2	Satisfactory	1	1	0	1	1	0	0	7
Corporate Strategy	Policy & Engagement	Equalities and Diversity	Joint	Medium	8	8	2011/2012	0	Satisfactory	1	0	0	2	1	2	1	7
Corporate Strategy	Waste	Oxfordshire Waste Partnership	SODC	Medium	10	0	2009/2010	2	Satisfactory	1	1	0	0	0	0	1	7
Finance	Revenue & Benefits	Concessionary Fares	Joint	Medium	5	5	2011/2012	0	Full	0	0	1	3	1	0	1	7
Health and Housing	Environmental Protection	Stray Dogs Contract	VVHDC	Low	0	10	2010/2011	1	Satisfactory	1	1	0	2	1	0	0	7
HR, IT & Customer Services	IT	Geographical Information Systems	Joint	Low	10	10	2008/2009	3	Satisfactory	1	0	0	0	1	2	0	7
Corporate Strategy	Parks	Grounds Maintenance	Joint	Low	10	10	2011/2012	0	Satisfactory	1	1	0	2	1	0	0	6

KEY:

Review Score Number of audit years since last review.

Rating Score
 Full Assurance - 0 points
 Satisfactory Assurance - 1 point
 Limited Assurance - 2 points
 Nil Assurance - 3 points

Risk Score
 Negligible Risk - 0 points
 Low Risk - 1 point
 Consequences will not be severe and any associated losses relatively small.

Medium Risk - 2 points
 Risk will have a noticeable effect on services provided.

High Risk - 3 points
 Risks which can leave a major impact on the operation of the council or the services.

Risk Definition

Financial - Any risk which has a potential adverse financial consequence.

Fraud - The risk of a person/persons using deception to make a personal gain which has an impact on the organisation.

Reputational - Risk of negative perception on the part of stakeholders which then has an impact on the organisation.

Legal - Risk of breaches of legislation. Any financial consequence of such a breach is scored in the financial risk element.

Corporate - Risk of operational disruption resulting from inadequate or failed internal processes, people and systems or from external events.

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