

Assurance Risk and Audit Plan 2019/2020

2019/20

Appendix B

Establishment	Days	ARAM	ARAO	ARAA	ICT auditor	GSA
ARAM Full time (1 post for the full year)	261	261				
ARAO Full time (1 post for the full year)	261		261			
ARAA Part Time (22.5 hours)	129			129		
ICT Auditor	15				15	
GSA Support	24					24
Total Days	690	261	261	129	15	24

Less Annual/Statutory	109	49	44	16		
Days available	581	212	217	113	15	24

Non-chargeable time	30	10	15	5		
Training/Exam Leave	30	5	15	10		
Sickness	49	3	43	3		
Chargeable Days	472	194	144	95	15	24

HUB management	100	100				
Total Chargeable Days	372	94	144	95	15	24

Use of chargeable days		ARAM	ARAO	ARAA	ICT auditor	GSA
Statutory Reviews and Assurance Reviews						
Finance	25	1	24			
Revenues and benefits	20	1	19			
ICT	16	1			15	
Cash Management	10	1		9		
Risk Management (PSIAS standard 2120)	7	1	6			
Ethics & Culture	5	3	1			1
Work Brought Forward (18/19 plan)	10	3	7			
Corporate Support (AGS)	90	25	30	23		12
Decision Making support (delegated decisions, exec, council)	8	7	1			
Democratic Representation & Management	15	5	7			3
Projects	30	9	15	6		
Peer Review	5	3		2		
Assurance and Risk support	5	4	1			
Fraud including NFI and awareness	15	3	2	8		2
Advice	5	3	2			
Follow up	10	1	0	4		5
Investigations	5	3	2			

Assurance reviews - allocated on a risk basis as per strategy.

Procurement (people / goods / services)	15	1		14		
Transformation & medium term financial plan	20	2	17	1		
Contract Management (people / goods / services)	15	1		14		
Health & Safety	10	1		9		
GDPR	4	2	1			1
contingency	6	2	2	2		
Risk facilitation - risk management support/facilitation/assurance	5	2	2	1		
Member training and support	5	3	1	1		
Transformation/assurance board	6	4	2			
volunteer days	5	2	2	1		

Total Chargeable Days	372	94	144	95	15	24
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Chargeable time target %	77.34%
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