

**Assurance Risk and Audit Revised Plan
2019/2020 - Appendix Three**

Establishment	Days
ARAM Full time (1 post for the full year)	261
ARAO Full time (1 post for the full year)	261
ARAA Part Time (22.5 hours)	129
ICT Auditor	10
GSA Support	10
Total Days	671

Less Annual/Statutory	108
Days available	563

Non-chargeable time	28
Training/Exam Leave	45
Sickness	95
Chargeable Days	395

HUB management	85
Total Chargeable Days	310

Use of chargeable days	
Statutory Reviews and Assurance Reviews	
Finance	25
Revenues and benefits	20
ICT	11
Cash Management	10
Risk Management (PSIAS standard 2120)	7
Ethics & Culture	5
Work Brought Forward (18/19 plan)	10
Corporate Support (incl AGS)	70
Decision Making support (delegated decisions, exec, council)	8
Democratic Representation & Management	15
Projects	20
Peer Review	5
Assurance and Risk support	5
Fraud including NFI and awareness	13
Advice	6
Follow up	8
Investigations	8

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

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

Total Chargeable Days	310
Chargeable time target %	64.85%