

	Team Maidstone			Appendix 1
	Title	Scope	Assurance Category	HOS
TW	Benefits	New local scheme and Payments Procedures	Financial System Assurance	Revenues and Benefits
1	Benefits	Applications and Assessment Procedures - 2012/13 transactions	Financial System Assurance	Revenues and Benefits
2	Council Tax	Recovery and Enforcement Procedures - 2013/14 transactions	Financial System Assurance	Revenues and Benefits
3	NNDR/Local Business Rates	Valuation Liability and Billing Procedures (inc composite properties) - including new business rates retention scheme	Financial System Assurance	Revenues and Benefits
4	General Ledger	Feeder Systems and Journals	Financial System Assurance	Finance and Customer Services
5	Treasury Management	Compliance review	Financial System Assurance	Finance and Customer Services
6	Creditors	System and transactions	Financial System Assurance	Finance and Customer Services
7	Debtors	System and transactions	Financial System Assurance	Finance and Customer Services
8	Payroll (SBC and MBC operations)	System and transactions	Financial System Assurance	Finance and Customer Services
9	Car Parking (SBC and MBC operations)	Income - System and Security	Financial System Assurance	AD Environment and Regulatory Services
10	Income, Cash Collection and Banking (excluding Council Tax and Parking income)	Operations	Financial Systems Assurance	Finance and Customer Services
11	Housing - Commercialisation Project	Project Management Review	Financial Assurance	AD Regeneration and Cultural Services
SBC	Legal Services	Practice review -Partnership	Core Assurance	Legal Services
12	Freedom of Information	Operations	Core Assurance	Legal Services
13	Business Continuity Planning	Operations	Core Assurance	AD Environment and Regulatory Services
14	Procurement	Compliance with Contract Procedure Rules - including Category Management and Corporate Contracts management	Core Assurance	AD Regeneration and Cultural Services

15	Trusts and Partnerships	Governance Review	Core Assurance	AD Regeneration and Cultural Services
16	Declaration of interest (Members)	Operations	Core Assurance	Democratic Services
17	Recruitment and Retention	Job evaluation process, Recruitments controls	Core Assurance	Human Resources
18	Health and Safety (Council)	Operations	Core Assurance	Human Resources
19	NFI	Facilitation	Core Assurance	Finance and Customer Services
20	Community Right to Challenge	New Operations Review	Core Assurance	AD Environment and Regulatory Services
21	Corporate Equality Plan and Social Inclusion	Compliance Review	Core Assurance	Policy, Scrutiny and Partnerships
22	IT Policies	Consulting	Core Assurance	IT Services
23	IT Partnership Operations	Establishment Review	IT Systems Assurance	IT Services
SBC	PC/Internet Controls	Service review	IT Systems Assurance	IT Services
24	Refuse Collection Contract - Waste and Recycling	New multi-partner contract review	Operations Assurance	AD Environment and Regulatory Services
25	Property Management	Strategic Asset Management -Compliance review	Operations Assurance	AD Environment and Regulatory Services
26	Property Management	Property Income	Operations Assurance	AD Environment and Regulatory Services
27	Street Cleansing	Establishment/Operations	Operations Assurance	AD Environment and Regulatory Services
28	Markets	Operations and Income	Operations Assurance	AD Environment and Regulatory Services
29	Dev Control Administration - Planning Applications and fees	Operations and income	Operations Assurance	Development Management
30	Sports Development and Youth Schemes	Operations and Income	Operations Assurance	AD Regeneration and Cultural Services
31	Hazlitt Theatre and Arts Centre	Operational/Business Review	Operations Assurance	AD Regeneration and Cultural Services
32	Museum	Business Operations (including Education)	Operations Assurance	AD Regeneration and Cultural Services
33	Housing Grants	Housing Assistance policy	Operations Assurance	Housing and Community Safety

34	Homelessness	New Scheme Review	Operations Assurance	Housing and Community Safety
35	Food Safety (Commercial)	Statutory Responsibility -Operations	Operations Assurance	AD Environment and Regulatory Services
36	CCTV	Contract Review	Operations Assurance	Housing and Community Safety

TWBC	Audit to be completed within Tunbridge Wells BC resource
SBC	Audit to be completed within Swale BC resource