

Proposed Plan July 2010 to June 2011

<u>Entity No.</u>	<u>Description</u>	<u>Risk Total</u>	<u>Risk Rating</u>	<u>Audit Intv</u>	<u>Model Days</u>	<u>Proposed Plan Days</u>	
Finance and Property							
Service - FINANCE							
10007	Procurement	269	A	1	20.00	30.00	
10013	Capital Programme	248	A	1	40.00	40.00	
10000	Contingency	230	A	1	10.00	15.00	
10001	Risk Management	229	A	1	20.00	20.00	
10011	Prudential Code & Invest to Save	226	A	1	10.00	10.00	
10005	Taxation	220	A	1	10.00	10.00	
10003	Creditors	217	A	1	30.00	30.00	
10002	Insurance	211	A	1	20.00	20.00	
10010	Main Accounting System	210	A	1	20.00	20.00	
10004	Sundry Debtors	209	A	1	15.00	15.00	
10006	Housing Benefits	201	A	1	10.00	15.00	
10012	Treasury Management	193	B	2	10.00		
10008	Cash Control	180	B	2	10.00		
10009	Grants to Voluntary Organisations	148	C	3	5.00		
			Service	Total	230.00	225.00	
Service - PROPERTY							
11001	Asset Management	220	A	1	20.00	20.00	
11003	Building Maintenance	216	A	1	20.00	20.00	
11004	Architects	197	B	2	15.00		
11002	Estates	182	B	2	20.00		
11005	Building Cleaning	160	C	3	10.00		
			Service	Total	85.00	40.00	
Finance and Property					Total	315.00	265.00

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ICT and Customer Contact						
	Service - ICT SERVICES					
20204	PEN Tests	258	A	1	3.00	3.00
20202	Data Security	257	A	1	10.00	10.00
20005	Advice and Guidance	256	A	1	10.00	7.00
20604	Website Development	250	A	1	5.00	5.00
20702	PCI DSS	244	A	1	8.00	8.00
20206	Security Review	243	A	1	15.00	15.00
20107	Firewall	241	A	1	5.00	5.00
20115	Website Controls	240	A	1	10.00	10.00
20105	Network Management and Control	237	A	1	10.00	10.00
20403	Draig/ Careworks	236	A	1	5.00	5.00
20501	Information Management	236	A	1	5.00	5.00
20701	Government Connect	234	A	1	5.00	5.00
20116	Virtualisation	234	A	1	8.00	8.00
20602	Draig	231	A	1	3.00	3.00
20413	Web-enabled services	231	A	1	5.00	5.00
20503	Records Management	231	A	1	5.00	5.00
20102	BCP Testing Program	231	A	1	5.00	5.00
20901	CAAT's	230	A	1	30.00	30.00
20900	Shared Services	230	A	1	50.00	40.00
20603	E-Procurement	230	A	1	3.00	3.00
20103	BCP Contingency arrangements	228	A	1	5.00	5.00
20402	Trent	228	A	1	5.00	5.00
20003	Support arrangements for EDRM	225	A	1	5.00	5.00
20303	ICT Procurement & Asset Management	223	A	1	5.00	5.00
20114	Internet & E-mail controls	218	A	1	8.00	8.00
20404	Main Accounting (Cedar)	218	A	1	5.00	5.00
20420	Terrier	208	A	1	3.00	3.00
20502	Data Management	208	A	1	5.00	5.00
20104	Network Contingency Planning	207	A	1	5.00	5.00
20414	NETconsent	205	A	1	3.00	3.00
20302	Use of ICT Equipment	205	A	1	4.00	4.00
20505	Data Sharing	205	A	1	3.00	3.00
20412	Enterprise Vault	205	A	1	5.00	5.00
20601	OPENContractor	203	A	1	3.00	3.00

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20406	Servicedesk	203	A	1	8.00	8.00
20001	Revised Network Model (within schools)	203	A	1	8.00	8.00
20207	Infochange (annual audit)	202	A	1	2.00	2.00
20113	Active Directory	202	A	1	5.00	5.00
20605	Procurement Card	200	B	2	2.00	
20415	SIMS	200	B	2	8.00	
20606	Microsoft Exchange	200	B	2	3.00	
20004	Policy and Risk Assessment	200	B	2	5.00	
20423	Feeder Process	199	B	2	3.00	
20110	ICT skills sets	198	B	2	3.00	
20301	Physical Entry Controls	197	B	2	8.00	
20109	Change Management	197	B	2	5.00	
20108	Storage Management	197	B	2	5.00	
20504	CAATS	197	B	2	3.00	
20405	Exchange	197	B	2	5.00	
20422	GEAC (Library system)	197	B	2	3.00	
20416	Electoral Services (ELREC)	197	B	2	3.00	
20407	Customer Care System	197	B	2	5.00	
20418	GIS	197	B	2	5.00	
20410	Radius (ICON)	197	B	2	5.00	
20408	Anite DIP	197	B	2	5.00	
20417	IBS Contractor plus replacement	194	B	2	8.00	
20111	Telephony	193	B	2	3.00	
20106	Network Access Control	192	B	2	8.00	
20401	SX3	192	B	2	5.00	
20205	ISO Accreditation	192	B	2	3.00	
20421	Ocella	192	B	2	5.00	
20409	Stellent	191	B	2	5.00	
20201	Data Access	185	B	2	3.00	
20419	Mapinfo	183	B	2	3.00	
20101	ICT Business Continuity Planning	183	B	2	5.00	
20203	ICT Code of Practice	175	B	2	3.00	
20112	CCTV	170	C	3	3.00	
20002	Implementation of MFD strategy	165	C	3	5.00	
20411	TLMS	164	C	3	5.00	
			Service	Total	427.00	
ICT and Customer Contact				Total	427.00	274.00

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Corporate Development and Partnerships							
Service - CORPORATE DEVELOPMENT							
30000	Contingency	230	A	1	5.00	10.00	
30002	Communications & Marketing	215	A	1	15.00	15.00	
30001	Policy & Performance	215	A	1	20.00	20.00	
30005	Elections	213	A	1	10.00	10.00	
30004	Scrutiny - Governance	208	A	1	20.00	20.00	
30006	Electoral Register	195	B	2	15.00		
				Service Total	85.00	75.00	
Service - HUMAN RESOURCES							
31001	Transactional HR	237	A	1	30.00	30.00	
31005	Health & Safety	201	A	1	20.00	20.00	
31003	Organisational Development	197	B	2	10.00		
31002	Employee Relations	197	B	2	10.00		
31004	Job Evaluation	193	B	2	20.00		
				Service Total	90.00	50.00	
Corporate Development and Partnerships					Total	175.00	125.00

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Legal and Regulatory Services							
	Service - LEGAL SERVICES						
40000	Contingency	230	A	1	5.00	10.00	
40004	Cabinet & Committee - Governance	215	A	1	10.00	10.00	
40003	DPA / FOI	212	A	1	15.00	15.00	
40001	Registration Services	192	B	2	15.00		
40005	Member Service	188	B	2	15.00		
40006	Mayoral Service	185	B	2	10.00		
40002	Legal Service	180	B	2	15.00		
				Service Total	85.00	35.00	
	Service - REGULATORY SERVICES						
41004	Trading Standards	197	B	2	20.00		
41005	Licensing	194	B	2	15.00		
41002	Pollution & Housing	190	B	2	10.00		
41001	Public Health	189	B	2	20.00		
41006	Land Charges & Commons Registrations	177	B	2	20.00		
41003	Pest Control	162	C	3	10.00		
41007	Control of Stray Animals	145	C	3	5.00		
				Service Total	100.00	0.00	
Legal and Regulatory Services					Total	185.00	35.00

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Children Directorate						
Service - LEARNING						
50000	Contingency	230	A	1	10.00	15.00
51002	Education Grants (WAG)	218	A	1	10.00	10.00
51005	School Improvement	215	A	1	15.00	15.00
51003	Psychology Service	199	B	2	10.00	
51004	Behavioural Support	191	B	2	20.00	
				Service Total	65.00	40.00
Service - STRATEGY, PARTNERSHIPS & COMMISSIONING						
52001	Amalgamation of Schools	247	A	1	25.00	25.00
52006	Catering Services	230	A	1	20.00	20.00
52004	Home to School Transport	227	A	1	5.00	5.00
52003	Business Strategy & Support	200	B	2	10.00	
52007	Children & Young People Partnership	200	B	2	30.00	
52005	Pupil Support	197	B	2	10.00	
52002	Planning of School Places	197	B	2	5.00	
				Service Total	105.00	50.00
Service - SAFEGUARDING & FAMILY SUPPORT						
53002	Out of County Placements	240	A	1	15.00	15.00
53001	Council Residential Homes	240	A	1	20.00	20.00
53003	Fostering Agency	240	A	1	10.00	10.00
53010	Assessment Care Management	240	A	1	20.00	20.00
53004	Fostering - in-house	237	A	1	10.00	10.00
53008	Adoption	219	A	1	15.00	15.00
53006	Direct Payments	218	A	1	10.00	10.00
53005	Family Support	200	B	2	15.00	
53007	Youth Justice	200	B	2	15.00	
53009	Leaving Care	195	B	2	10.00	
				Service Total	140.00	100.00
Service - SCHOOLS						

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57000	Control Risk Self Assessment - CRSA	230	A	1	13.50	21.00
55048	Tremains Primary School	211	A	1	3.00	3.00
56001	Ysgol Bryn Castell	201	A	1	15.00	
54010	Ysgol Gyfun Gymraeg Llangynwyd	194	B	2	22.00	
56002	Héronsbridge School	191	B	2	15.00	
54007	Pencoed Comprehensive School	191	B	2	22.00	22.00
54006	Ogmore Comprehensive School	191	B	2	22.00	
55043	St Mary's & St Patrick's Primary School	191	B	2	3.00	3.00
54002	Brynteg Comprehensive School	191	B	2	22.00	
54009	Ynysawdre Comprehensive School	191	B	2	22.00	22.00
54005	Maesteg Comprehensive School	191	B	2	22.00	
54004	Cynffig Comprehensive School	191	B	2	22.00	
54008	Porthcawl Comprehensive School	191	B	2	22.00	22.00
54001	Archbishop McGrath Catholic School	191	B	2	22.00	
55054	Ysgol y Ferch O'r Sger Corneli	186	B	2	3.00	
55038	Penybont Primary School	186	B	2	3.00	3.00
55034	Ogmore Vale Primary School	181	B	2	3.00	
55013	Caerau Primary School	179	B	2	3.00	
55033	Nottage Primary School	176	B	2	3.00	
55050	West Park Primary School	176	B	2	3.00	3.00
55037	Pencoed Primary School	176	B	2	3.00	
55021	Ffaldau Primary School	174	B	2	3.00	3.00
55047	Trelales Primary School	174	B	2	3.00	
55008	Brackla Primary School	169	C	3	3.00	
55041	Plasnewydd Primary School	169	C	3	2.50	
54003	Bryntirion Comprehensive School	169	C	3	22.00	
55053	Ysgol Gynradd Gymraeg Cwm Garw	169	C	3	3.00	
55051	Ysgol Cynwyd Sant	169	C	3	3.00	3.00
55032	Newton Primary School	164	C	3	3.00	3.00
55046	Tondu Primary School	164	C	3	3.00	
55040	Pil Primary School	164	C	3	3.00	
55036	Pandy Infants School	164	C	3	3.00	
55031	Nantymoel Primary School	164	C	3	3.00	
55030	Nantyllyon Primary School	164	C	3	3.00	
55023	Heol y Cyw Primary School	164	C	3	3.00	
55022	Garth Primary School	164	C	3	3.00	
55014	Cefn Cribwr Primary School	164	C	3	3.00	
55007	Blaengarw Primary School	164	C	3	3.00	3.00
55006	Betws Primary School	164	C	3	3.00	

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55010	Brynmenyn Primary School	164	C	3	3.00	
55003	Abercerdin Primary School	164	C	3	3.00	
55024	Litchard Primary School	159	C	3	3.00	
55052	Ysgol Gymraeg Bro Ogwr	159	C	3	3.00	
55027	Maes y Haul Primary School	154	C	3	3.00	
55035	Oldcastle Primary School	154	C	3	3.00	
55049	Tynyrheol Primary School	152	C	3	3.00	
55004	Afon y Felin Primary School	152	C	3	3.00	
55016	Coety Primary School	152	C	3	3.00	
55025	Llangewydd Junior School	152	C	3	3.00	
55026	Llangynwyd Primary School	152	C	3	3.00	
55015	Cefn Glas Infants School	152	C	3	3.00	
55039	Penyfai Primary School	152	C	3	3.00	
55012	Bryntirion Junior School	152	C	3	3.00	
55009	Bryncethin Primary School	142	C	3	3.00	
55011	Bryntirion Infants School	142	C	3	3.00	
55042	Porthcawl Primary School	142	C	3	3.00	
55019	Croesty Primary School	142	C	3	3.00	
55005	Archdeacon John Lewis Primary School	142	C	3	3.00	
55017	Corneli Primary School	142	C	3	3.00	
55029	Mynydd Cynffig Junior School	142	C	3	3.00	
55028	Mynydd Cynffig Infants School	142	C	3	3.00	
55020	Cwmfelin Primary School	142	C	3	3.00	
55044	St Mary's Primary Catholic School	142	C	3	3.00	
55018	Coychurch (Llangrallo) Primary School	130	E		3.00	
55045	St Robert's Primary Catholic School	130	E		3.00	
55001	Pontycymmer Nursery School	130	E		3.00	
55002	Sarn Nursery School	130	E		3.00	
			Service	Total	425.00	111.00
Children Directorate				Total	735.00	301.00

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Communities Directorate						
Service - REGENERATION AND DEVELOPMENT						
70000	Contingency	230	A	1	10.00	20.00
70010	Physical Regeneration Projects	214	A	1	20.00	10.00
70004	Housing Options & Homelessness	206	A	1	5.00	10.00
70011	Countryside & Tourism	204	A	1	10.00	10.00
70008	Community Safety	203	A	2	10.00	10.00
70006	Supporting People	202	A	2	15.00	15.00
70012	Regeneration Funding	199	B	2	15.00	
70014	Local Enterprise & Rural Development	197	B	2	5.00	
70007	Communities first	195	B	2	10.00	
70001	Development Control	194	B	1	20.00	
70002	Development Planning	193	B	2	15.00	
70003	Building Control	183	B	2	15.00	
70005	Housing Strategy & Solutions	181	B	2	15.00	
70009	Sustainable Renewal	167	C	3	10.00	
70013	Economic Development	143	C	3	15.00	
			Service Total		190.00	75.00
Service - STREETSCENE						
71002	Waste Disposal - MREC	254	A	1	10.00	10.00
71001	Waste Collection	251	A	1	30.00	10.00
71009	Street Lighting	238	A	1	10.00	10.00
71008	Highways Maintenance	235	A	1	10.00	10.00
71017	Car Parking	223	A	1	20.00	15.00
71019	Emergency Planning	213	A	1	10.00	10.00
71007	Grounds Maintenance	209	A	2	20.00	10.00
71012	Highways Services	207	A	1	10.00	10.00
71006	Parks & Open Spaces	206	A	2	15.00	10.00
71018	Engineering Services & Projects	199	B	2	20.00	
71014	Public Transport	195	B	2	20.00	
71004	Other Cleaning	188	B	2	15.00	
71011	Network Management	187	B	2	15.00	
71013	Fleet Services	184	B	2	20.00	

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71015	Traffic Management	169	C	3	15.00	
71005	Cemeteries	167	C	3	15.00	
71016	Transport Policy	164	C	3	10.00	
71003	Public Conveniences	155	C	3	5.00	
71010	Rights of Way	141	C	3	5.00	
			Service	Total	275.00	95.00
Communities Directorate				Total	465.00	170.00

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Wellbeing Directorate						
	Service - ADULT SOCIAL CARE					
60001	Residential Care	251	A	1	20.00	20.00
60009	Supported Living	243	A	1	20.00	20.00
60004	Day Care	238	A	1	20.00	20.00
60008	Shared Lives	237	A	1	10.00	10.00
60003	Home Care	233	A	1	20.00	20.00
60006	Assessment and Care Management	230	A	1	20.00	20.00
60000	Contingency	230	A	1	10.00	15.00
60007	Equipment & Adaptations	227	A	1	20.00	20.00
60002	Direct Payments	214	A	1	15.00	15.00
60005	Meals on Wheels	200	B	2	20.00	
				Service Total	175.00	160.00
	Service - HEALTHY LIVING					
61006	Sports Centres & Swimming Pools	230	A	1	30.00	30.00
61004	Library & Information Service	210	A	1	20.00	20.00
61001	Adult Learning	199	B	2	20.00	
61003	Arts & Culture	186	B	2	20.00	
61002	School Music Service	185	B	2	10.00	
61005	Bryngarw House	183	B	2	15.00	
61007	Community Centres	174	B	2	15.00	
61008	Sports Development / Active Young People	174	B	2	15.00	
61009	Play	154	C	3	10.00	
				Service Total	155.00	50.00
Wellbeing Directorate				Total	330.00	210.00

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Cross Cutting							
Service - CROSS CUTTING							
81001	Follow up	230	A	1	20.00	25.00	
81002	Assurance from External Inspections	230	A	1	5.00	10.00	
81003	National Fraud Initiative - NFI	230	A	1	10.00	10.00	
			Service	Total	35.00		
Cross Cutting					Total	35.00	45.00
External							
Service - EXTERNAL							
85002	County Borough Supplies	159	C	3	20.00		
85001	Crematorium	148	C	3	20.00		
			Service	Total	40.00		
External					Total	40.00	

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Overheads						
	Service	- OVERHEADS				
Non Productive						
90001	Annual Leave	292	A	1	261.00	261.00
90002	Bank Holidays	292	A	1	79.00	79.00
90005	Maternity Leave	292	A	1	45.00	45.00
90004	Leave (unpaid)	292	A	1	15.00	15.00
			Service	Total	400.00	400.00
Non Chargeable						
90021	Training - Internal /External Courses	292	A	1	44.00	44.00
90014	External Audit Liasion	292	A	1	6.00	6.00
90015	Working Groups / Outside bodies WCAG	292	A	1	27.00	27.00
90016	Continuous Improvement	292	A	1	94.00	94.00
90017	General Administration	292	A	1	110.00	110.00
90018	Recruitment & Selection	292	A	1	7.00	7.00
90013	Planning General	292	A	1	37.00	37.00
90020	Time Recording (inc. Flex)	292	A	1	31.00	31.00
90008	Sickness Absence	292	A	1	47.00	47.00
90022	Training - Professional	292	A	1	48.00	48.00
90023	Audit Committee	292	A	1	43.00	43.00
90019	Staff Appraisal	292	A	1	22.00	22.00
90012	Meetings	292	A	1	57.00	57.00
90011	Staffing Matters	292	A	1	12.00	12.00
90009	Return to Work	292	A	1	12.00	12.00
90007	Industrial Action	292	A	1	10.00	10.00
90006	Election duty	292	A	1	10.00	10.00
90003	Special Leave	292	A	1	33.00	33.00
90010	Study / Exam Leave	292	A	1	20.00	20.00
90024	Management & Supervision	230	A	1	40.00	40.00
			Service	Total	710.00	710.00
Overheads				Total	1,110.00	1110.00

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Grand Total				3,817.00	2535.00	