

			Planned days	Actual days	Notes / Reason for Variance
ANNUAL REVIEWS	Benefits	Governance	15	10.8	Ongoing
	Cash and Bank	Governance	10	0	Commenced in 2019-20
	Council Tax	Governance	10	7.7	Ongoing
	Creditors	Governance	15	21.8	Covering both authorities
	Debtors	Governance	15	0.3	Commenced in 2019-20
	Housing Rents	Governance	15	6	Completing 17-18 review (5.4) and beginning the 18-19 review.
	Main Accounting	Governance	10	10.7	Covering both authorities
	NDR (Business Rates)	Governance	10	8.6	Ongoing
	Payroll	Governance	10	6.6	Completed
	Treasury Management	Governance	5	0.6	Fully commenced in 2019-20
	IT	Governance	4	2	Ongoing
	Theatres Reconciliation	Governance	5	4.9	Completed
	Claims work		115	151.8	Completing 16-17 and carrying out 17-18 work
			239	231.8	
EBC resources only	Corporate Credit Card Usage	Operational	10	10.3	Completed
	Theatres	Operational	20	0	
	Housing (inc EHL contract)	Operational	20	0	
	Land Charges and Searches	Operational	5	5.7	Completed
	Devolved Budgets	Operational	7	7.6	Completed
	Cafi - Purchasing	IT	10	0	
	Car Parking including permits	Operational	10	12	Completed
	Elections and Electoral Register	Operational	10	0	
	Cemeteries and Crematorium	Operational	10	11.6	Completed
	Officers Expenses	Operational	5	0	
	Use of Council Vehicles	Operational	8	7.1	Completed
	HMO licensing	Operational	10	4.1	Completed
	Postal Services	Operational	10	8	Ongoing
	Procurement (compliance with CPRs)	Operational	10	0	
			145	66.4	
Half EBC and half LDC resources	Arrears collection (across depts)	Operational	10	0	
	Estates Management	Operational	10	12.8	Completed
	Ethics	Operational	5	0	Completed by Lewes without requiring EBC input
	Customer Services	Operational	10	0	
			35	12.8	
Homes	Estate Management	Operational	10	5.5	Completed
	Void Management	Operational	10	0.3	Asked to postpone until new software in place
	Aids and Adaptations	Operational	10	0	
			30	5.8	

APPENDIX 1

WORK AGAINST PLAN TO 31st March 2019

		Planned days	Actual days	Reason for Variance
Contingency		40		
Special Investigations/advice		25	15.6	
Follow ups re audits carried out in previous year and completion of audits begun in previous year		46	29.1	
		111	44.7	

PLAN TOTAL

560	361.5
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