

**KPMG DAY ALLOCATION**

**Appendix 1**

Activities	Days	Detail	Personnel	Timescale
Risk Assessment / Audit Strategic Plan 2005 onwards	25	Assist with development of risk management process across the Council and its basis for the 3/5-year strategic audit plan.	Steve Keightley	25 days from end of July to January '05
Management and professional support	15	Advice and information relating to audit practice. Assistance with development of continuous improvement process. Support with Local Report recommendation implementation	Steve Keightley main contact	Throughout the year
Training - formal	15	Audit Committee training / induction for new start / IT in systems audits / direct audit testing.	Steve Keightley with assistance from Information Risk Management (IRM) and public sector teams	Throughout the year
IT audit	20	1/ Disaster Recovery 2/ e planning. Scope of each audit in covering report.	IRM Team	1/ November 2/ TBC
Other direct audit time	30	As required by A&B internal audit team.	KPMG internal audit personnel	November / February
Audit committee attendance	8		Steve Keightley / Grant Macrae	Throughout the year
Meetings/relationship management/audit functioning	12		Various	Throughout the year
<b>Total</b>	125			