

Internal Audit Risk Assessment Summary

Appendix 2a

| Department | Head of Service | | Service Activity |
|--------------------|--|--------|---|
| Corporate Services | Joanna Ruffle, & Policy | People | Employee Relations |
| Corporate Services | Joanna Ruffle, & Policy | People | Health and Safety |
| Corporate Services | Joanna Ruffle, & Policy | People | HR Strategy and Planning including Policy Maintenance |
| Corporate Services | Joanna Ruffle, & Policy | People | People and Organisational Development Services |
| Corporate Services | Joanna Ruffle, & Policy | People | Recruitment including Workforce Planning Panel |
| Corporate Services | Joe Chesterton, Finance & Resources | | Asset Management |
| Corporate Services | Joe Chesterton, Finance & Resources | | Corporate Income Management |
| Corporate Services | Joe Chesterton, Finance & Resources | | Financial Management |
| Corporate Services | Joe Chesterton, Finance & Resources | | Financial Planning and Capital |
| Corporate Services | Joe Chesterton, Finance & Resources | | Insurance |
| Corporate Services | Joe Chesterton, Finance & Resources | | Schools Financial Services |
| Corporate Services | John Williams, Legal & Democratic Services | | Committee Arrangements and Support |
| Corporate Services | John Williams, Legal & Democratic Services | | Electoral Registration and Elections |
| Corporate Services | John Williams, Legal & Democratic Services | | Emergency Planning |
| Corporate Services | John Williams, Legal & Democratic Services | | Legal Services |
| Corporate Services | Nick Corrigan, Customer Services | | Facilities Management |
| Corporate Services | Nick Corrigan, Customer Services | | ICT Software and Hardware |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | | Corporate Procurement Function including the Documented Framework and the Operation of the Team |

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| People | Jacqui Lansley, Procurement, Commissioning & Housing | Homelessness including Policy Development and Assessment of Applications |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Housing Needs including Policy Development and Assessment of Applications |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Private Sector Housing Services |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | School Admissions including Modelling and Forecasting Pupil Numbers and Planning School Capital Builds |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Social Care Workforce Development including Strategy and Planning of Workforce Development across Social Care Services |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Strategic Client Side Management of South Essex Homes, Client Role |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Strategic Housing Policy |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Strategy, Commissioning and Funding covering services for: - Older People - People with Learning Disabilities, Mental Health issues and Physical or Sensory Impairment - Carers - Dementia - Children and Transitions - Obesity |
| People | Jacqui Lansley, Procurement, Commissioning & Housing | Supporting People including: - Development of Policy Criteria and Overall Strategy including Preventative Action - Commissioning Providers of Services - Assessment of Applications and Provider Payments |
| People | Jane Theadom, Learning | Early Years Provision |
| People | Jane Theadom, Learning | Governor Support Services |
| People | Jane Theadom, Learning | Home to School Transport |

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| People | Jane Theadom, Learning | School Improvement Services |
| People | Jane Theadom, Learning | Special Educational Needs Funding and Education and Health Care Plans |
| People | John O'Loughlin, Children's Services | Adoption Services |
| People | John O'Loughlin, Children's Services | Child Care Management including: - Fieldwork teams - Section 17 Children in Need (Disabilities) - Section 23 Looked After Children (Care Homes) |
| People | John O'Loughlin, Children's Services | Child Residential Placements |
| People | John O'Loughlin, Children's Services | Fostering Services |
| People | John O'Loughlin, Children's Services | Quality Assurance of Childcare Plans and Reviews |
| People | John O'Loughlin, Children's Services | Safeguarding Children |
| People | John O'Loughlin, Children's Services | Troubled Families Intervention |
| People | John O'Loughlin, Children's Services | Youth Offending Service |
| People | Martin Wintle, Adult Services | Adult Social Care Services, Assessments |
| People | Martin Wintle, Adult Services | Adult Social Care Services, Fieldwork Services covering: - Older People - People with Learning Disabilities - Mental Health |
| People | Martin Wintle, Adult Services | Day Centres and Day Care People for Learning Disabilities and Older People |
| People | Martin Wintle, Adult Services | Direct Payments for Social Care Services including Financial Control thereof |
| People | Martin Wintle, Adult Services | Drug and Alcohol Action Team |
| People | Martin Wintle, Adult Services | Home Care Contracts for Older People, People with Learning Disabilities and Physical or Sensory Impairment |

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| People | Martin Wintle, Adult Services | Keeping People Living Independently in their Homes including: - Physical and Sensory Impairment Assessments - Adaptations and Equipment |
| People | Martin Wintle, Adult Services | Nursing Care Placements for Older People |
| People | Martin Wintle, Adult Services | Reablement including Southend Therapy And Recovery Team |
| People | Martin Wintle, Adult Services | Residential Care Placements covering: - Older People - People with Learning Disabilities - Mental Health - Physical or Sensory Impairment |
| People | Martin Wintle, Adult Services | Safeguarding Adults including Local Safeguarding Board and Domestic Homicide Reviews |
| People | Martin Wintle, Adult Services | Section 75 Partnership Agreements with the Health Sector |
| Place | Dipti Patel: Public Protection | Licensing |
| Place | Dipti Patel: Public Protection | Waste Collection including: - Household Waste Collection / Recycling Services - Commercial Waste Collection Service - Household Waste and Recycling Centres |
| Place | Dipti Patel: Public Protection | Waste Disposal including the Operation of the Mechanical and Biological Treatment Plant |
| Place | Dipti Patel: Public Protection | Waste Management Strategy |
| Place | Nick Harris: Culture | Grounds Maintenance including Arbocultural Services |
| Place | Nick Harris: Culture | Leisure Centres Contract Letting and Management |
| Place | Peter Geraghty: Planning & Transport | Building Control |
| Place | Peter Geraghty: Planning & Transport | Decriminalised Parking Enforcement Contract Letting and Management |
| Place | Peter Geraghty: Planning & Transport | Development Control including Enforcement |
| Place | Peter Geraghty: Planning & Transport | Highways: New Improvement Works (Up to £500k) |

| Department | Head of Service | Service Activity |
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| Place | Peter Geraghty: Planning & Transport | Highways: Planned Maintenance Programmes and Reactive Maintenance: |
| Place | Peter Geraghty: Planning & Transport | Intelligent Transport Systems |
| Place | Peter Geraghty: Planning & Transport | Parking Management including Income Collection |
| Place | Peter Geraghty: Planning & Transport | Strategic Planning including: Local Development Plan Community Infrastructure Levy |
| Place | Peter Geraghty: Planning & Transport | Traffic Management Regulations |
| Place | Scott Dolling: Economy, Regeneration & Tourism | Capital and Regeneration Project Management |
| Place | Scott Dolling: Economy, Regeneration & Tourism | Economic Development including: - External Funding including City Deal, Growth Deal - Partnerships such as the Local Enterprise Partnership |
| Public Health | James Williams, Deputy Director of Public Health | Commissioning of Public Health Services and Contract Management |
| Public Health | James Williams, Deputy Director of Public Health | Health Protection |