

High Importance Recommendations at 3rd February 2017

<u>Audit Title (Director)</u>	<u>Summary of Finding(s) and Recommendation(s)</u>	<u>Management Response</u>	<u>Action Date (by end of)</u>	<u>Confirmed Implemented</u>
<p>Reported Sept 15</p> <p>SEN Transport risk assessments (E&T)</p>	<p>The Department requested an audit of the risk assessment processes applied to transporting children with SEN. The audit found a range of issues around: -</p> <ol style="list-style-type: none"> 1. risk assessments including a high proportion of a sample that hadn't been completed, inconsistent processes and reactive follow up reviews 2. not always linking travel care plans (key points on how to manage the identified risks) to transport eligibility assessment forms 3. inadequate training records for transport escorts. <p>Recommended: -</p> <ol style="list-style-type: none"> 1. completing risk assessments within an agreed time limit 2. documenting processes for undertaking risk assessments and the completion of associated information to ensure consistency 3. maintaining improved training records with regular reviews 	<p>Agreed</p> <p>5/16 & 8/16 – detailed assurances on progress received from E&T.</p> <p>11/16 – internal audit testing undertaken and E&T further informed that: -</p> <p>Recs 1&2 – Approximately 900 (53% of SEN population) of new and suitable existing assessments have been undertaken with a Project Initiation Document (PID) currently in development to address the backlog and areas to move forward now staffing resource increased and assessment processes well developed. New assessment requirement identified for 1,100 social care users.</p> <p>Rec 3 – A record is maintained to identify the training required/ completed for high needs service users but further work is needed to record any general training required/ undertaken. Staffing resource levels being reviewed</p>	<p>Originally March 2016</p> <p>Extended to: - September 2016 October 2016</p> <p>Extend to January 2018 to accommodate additional 1,100 additional SC assessments.</p> <p>IA to review position in April 2017.</p>	

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