Management Action Plan – Progress update as presented to Audit and Governance Committee in December 2013

| Audit (report date)	Audit opinion (1)	Recommendations for improvement (priority) (2)	Management action to date	Audit assessment (RAG) (3)
Transport for Education (Feb 2013)	Major Improvement Needed	SEN staff should have clear written procedures to allow consistency (H)	This has been delayed until February 2014 due to data cleansing which needs to be completed and is currently in progress.	R
		Requests should be completed in full on forms with mandatory fields and the facility to upload them to the Transport system (H)	The original go-live date for the new system of Nov. 2013 has slipped to April 2014 due to delays in agreeing the Terms & Conditions of the contract.	A
		Senior Management should ensure that management information from the new system is fit for purpose (H)	The above has delayed the production of request forms and management information to be used as part of the new system.	A
		A service level agreement to reflect the required arrangements should be in place (M)	The service level agreement signed (April 2013) by the Strategic Directors for CSF and E&I is in place.	G
		The SEN officers should be present at the reviews. The written reviews from schools should be reviewed by SEN Officers to indicate approval of the reviews and the costs (H)	This is unlikely to happen due to resource constraints. Auditor to attend the December 2013 Area Education Officer meeting to agree an alternative arrangement.	R
		The budgets need to be set from a zero base and managers should have the necessary information to monitor the budgets effectively (H)	To be completed in line with the implementation of the new system.	A
		Up to date risk registers should acknowledge all of the risks and senior management should review them regularly to take mitigating actions. (M)	The risks associated with transport costs have been recognised in the risk registers and reviewed.	G

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Notes: (1) Audit opinion is as stated in the relevant Internal Audit Report
(2) Recommendation priority may be High (H), Medium (M) or Low (L)
(3) Red/Amber/Green (RAG) status is a high level assessment of progress

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