








Management Action Plan – Progress update as presented to Audit and Governance Committee in March 2014

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	<p>SEN staff should have clear written procedures to allow consistency (H)</p> <p>Requests should be completed in full on forms with mandatory fields and the facility to upload them to the Transport system (H)</p> <p>Senior Management should ensure that management information from the new system is fit for purpose (H)</p> <p>A service level agreement to reflect the required arrangements should be in place (M)</p> <p>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)</p> <p>The budgets need to be set from a zero base and managers should have the necessary information to monitor the budgets effectively (H)</p>	<p>This has been delayed until February 2014 due to data cleansing which needs to be completed and is currently in progress.</p> <p>Electronic transport request forms are now used by SEN teams and Admissions & Transport</p> <p>The revised go-live date for the new system of April 2014 is on track. A comprehensive specification for reporting is included.</p> <p>The service level agreement signed (April 2013) by the Strategic Directors for CSF and E&I is in place.</p> <p>This is unlikely to happen due to resource constraints. Auditor to attend the December 2013 Area Education Officer meeting to agree an alternative arrangement.</p> <p>The use of an end date in the system for SEN pupils will be used to trigger a transport review.</p> <p>To be completed in line with the implementation of the new system.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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

Annex D

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Audit (report date)	Audit opinion (1)	Recommendations for improvement (priority) (2)	Management action to date	Audit assessment (RAG) (3)
		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.	