

MANAGEMENT ACTION PLAN

Directorate:	Children, Schools and Families
Audit report:	Review of the Administration of Looked After Children's Finances
Dated:	September 2014

PRIORITY RATINGS

Priority 1 (high) - major control weakness requiring immediate implementation of recommendation

Priority 2 (medium) - existing procedures have negative impact on internal control or the efficient use of resources

Priority 3 (low) - recommendation represents good practice but its implementation is not fundamental to internal control

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible
5.12	Analysis must be conducted of LAC who have been in care for 12 or more consecutive months to establish which children hold JISAs.	High	Data to be drawn from ICS to identify children in care for 12 or more consecutive months. To work with the Shared Foundation to assist with JISA accounts	Sep 2014	Liz Ball
5.13	The service must review records and historic HMRC returns of all LAC to establish which children hold a CTF.	High	Data search to identify LAC children who hold a CTF account. For the future account numbers to be recorded on ICS. Process to be developed to ensure that record of children with CTF accounts can be reported from ICS. Finance team to liaise with HMRC to identify those children/young people with a CTF	Sep 2014 Nov 2014 Nov 2014 Sep 2014	Gerry Hughes Area Heads Gerry Hughes Gerry Hughes

I agree the action above and accept overall accountability for their timely completion. I will inform Internal Audit if timescales are likely to be missed.

The action agreed is satisfactory.

Head of Service: Caroline Budden
Date: 15/09/14

Auditor: Revinder Hothi

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible
5.14	Appropriate action must be taken for all children who do not have a CTF or JISA. Where CTF information is unavailable notes should be made of steps taken to locate the information on children's records.	High	Develop process to ensure that children who are eligible for a CTF and JISA have them in place or that records clearly indicate steps taken to progress this for those children who had CTF or JISA in place before entry to care.	Oct 2014	Gerry Hughes
5.15	A central record of savings, JISAs and CTFs, held by LAC must be maintained and monitored.	High	Those without a CTF or a JISA to have process completed where appropriate or records updated as to where savings accounts are held with birth parents	In place	Area Heads Gerry Hughes
5.24	Foster Carer and Carer Handbooks must be updated with policies and procedures for recording of children's personal finances.	High	A centralised system has been created to record these savings accounts	Oct 2014	Louise Warren
5.25	It is essential that the service updates and circulates 'Looked After Children's Savings Accounts' guidance to ensure a fair and consistent approach is adopted to promoting financial capability and safeguarding children's personal savings.	High	Process workflow in development. To work in collaboration with Share Foundations and Team Managers to inform development of Handbook	Sep 2014	Gerry Hughes Area Heads

5.26	The service should explore ICS' capability to hold children's personal finance information in a separate sub menu where the information can be easily located.	Medium	To work with the CIST Team and IMT to explore ICS capability for recording children's personal finance information	Nov 2014	Liz Ball
5.31	The Foster Carer Handbook must be updated to include policies and procedures for recording DLA.	High	Fostering Team to update Carer Handbook	Sep 2014	Louise Warren
5.32	The service must conduct a review of LAC records to identify children who receive DLA.	High	Data search to be undertaken	Sep 2014	Liz Ball
5.33	The service should explore ICS' capability to record and monitor DLA.	Medium	Functionality within ICS to be confirmed or change request considered	Nov 2014	Liz Ball
5.37	The service should conduct a review of LAC records to identify children who are eligible or have been awarded criminal injuries compensation.	Medium	Central CSF finance to conduct review	Sep 2014	CSF Finance
5.42	The service should implement transparent reporting of LAC savings.	High	Accountants and Children's Social Care Administration to develop a plan that will ensure the scheme is transparent	Sep 2014	Gerry Hughes / CSF Finance

Internal Audit

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5.43	The service must update and circulate the Leaving Care Policy and Procedures note to include a request and confirmation of the child's savings accounts.	High	Care Leavers Service to update Policy and Procedures	Oct 2014	Louise Warren
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