

**MANAGEMENT ACTION PLAN**

<b>Directorate:</b>	<b>Children’s Schools and Families</b>
<b>Audit report:</b>	<b>Review of Children’s Safeguarding Quality Assurance Process</b>
<b>Dated:</b>	<b>18 June 2015</b>

**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

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<b>Para Ref</b>	<b>Recommendation</b>	<b>Priority Rating</b>	<b>Management Action Proposed</b>	<b>Timescale for Action</b>	<b>Officer Responsible</b>	<b>Audit Agree?</b>
5.8	The QA Team should develop a protocol for reviewing their audit files.	Low	Protocol to be written to outline the different methods of management oversight provided throughout an audit process.	July 2015	Geraldine Allen	Yes

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.

Head of Service: Julian Gordon-Walker

The action agreed is ~~is not~~ satisfactory.

Supervising Auditor: David John / Ian Wallace

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.12	The QA Team should establish a document retention policy for their audit files.	Medium	Retention Policy drafted. Document retention policy to be confirmed and added to the QA strategy.	July 2015	Geraldine Allen	Yes
5.18	It is recommended that all QA reports and related improvement plans be presented to DLT to ensure managers take effective action and a summary is provided to the Social Care Services Board.	High	Head of Safeguarding will provide a quarterly report for DLT on work of the QA team and progress on actions. QA reports will be provided to DLT by HoS through the AD for Children's Services as DLT require.  Head of Safeguarding to provide the Social Care Services Board with biannual report on the work of the QA Team with focus upon impact on practice.	September 2015	Julian Gordon-Walker	Yes
5.22	The QA Team should revise the structure of the service improvement plans to	Medium	Structure of Service Improvement plans has already been revised to include these features.	Completed	Geraldine Allen	Yes

5.26	clarify the recommendation itself, who is responsible for implementing it and in what timeframe.	Medium	Current Service Improvement plans to be reviewed and timescales specified for each action.	July 2015	Geraldine Allen	Yes
5.30	<p>The QA Team should ensure that all planned improvements include the agreed timescales and deadlines for completion and have a priority for importance allocated to them.</p> <p>The QA Team should ensure issues are recorded in the service improvement plans separately, along with their own recommendations and timeframes as appropriate.</p>	Low	Current Service Improvement plans to be reviewed and issues separated out where required. This has already been completed for 2 Service Improvement plans.	July 2015	Geraldine Allen	Yes

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