

MANAGEMENT ACTION PLAN

Directorate:	Adults Services
Audit report:	HIV Service
Dated:	27 April 2016

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	Audit Agree?
5.7	The council officer responsible for contract monitoring should ensure that Quarterly contract monitoring reports provide information on outcomes and surveys in compliance with the service specification and contract terms.	M	Whilst the recommendations and findings are accepted, at the present date not all CCG's are planning to provide ongoing funding for this service in 2016/17. The Deputy Director (Commissioning & Operations) is working with Public Health and the Better Care Board to obtain a decision on future provision, as the intention is that this is a county-wide service.	Ongoing – Internal Audit will follow up as part of the 2016/17 Annual Plan	Liz Uliasz (ASC Deputy Director – Commissioning & Operations)	Yes

Internal Audit

5.8	The officer responsible for monitoring the contract should ensure that the contract provider submits an annual report in accordance with the contract terms.	M	Whilst the recommendations and findings are accepted, at the present date not all CCG's are planning to provide ongoing funding for this service in 2016/17. The Deputy Director (Commissioning & Operations) is working with Public Health and the Better Care Board to obtain a decision on future provision, as the intention is that this is a county-wide service.	Ongoing – Internal Audit will follow up as part of the 2016/17 Annual Plan	Liz Uliasz (ASC Deputy Director – Commissioning & Operations)	Yes
5.12	The Public Health Service should work with Procurement and Commissioning to agree a forward plan to maintain the HIV Service.	H	Whilst the recommendations and findings are accepted, at the present date not all CCG's are planning to provide ongoing funding for this service in 2016/17. The Deputy Director (Commissioning & Operations) is working with Public Health and the Better Care Board to obtain a decision on future provision, as the intention is that this is a county-wide service.	Ongoing – Internal Audit will follow up as part of the 2016/17 Annual Plan	Liz Uliasz (ASC Deputy Director – Commissioning & Operations)	Yes

Internal Audit

5.16	Responsibility for contract management and carrying out of inspection visits at contractor sites should be assigned to existing officers thus ensuring the service provider meets the contract terms and service specification.	M	Whilst the recommendations and findings are accepted, at the present date not all CCG's are planning to provide ongoing funding for this service in 2016/17. The Deputy Director (Commissioning & Operations) is working with Public Health and the Better Care Board to obtain a decision on future provision, as the intention is that this is a county-wide service.	Ongoing – Internal Audit will follow up as part of the 2016/17 Annual Plan	Liz Uliasz (ASC Deputy Director – Commissioning & Operations)	Yes
5.21	The service provider should report on progress towards achieving the above outcomes within the quarterly reports. A template for reporting should be agreed with the service provider.	M	Whilst the recommendations and findings are accepted, at the present date not all CCG's are planning to provide ongoing funding for this service in 2016/17. The Deputy Director (Commissioning & Operations) is working with Public Health and the Better Care Board to obtain a decision on future provision, as the intention is that this is a county-wide service.	Ongoing – Internal Audit will follow up as part of the 2016/17 Annual Plan	Liz Uliasz (ASC Deputy Director – Commissioning & Operations)	Yes

Internal Audit

5.25	Results of independent surveys should be used to assess the quality of service provided by THT and its subcontractor as part of the contract monitoring process. Preferably results of the surveys should be reported directly to the Authority to maintain independence.	M	Whilst the recommendations and findings are accepted, at the present date not all CCG's are planning to provide ongoing funding for this service in 2016/17. The Deputy Director (Commissioning & Operations) is working with Public Health and the Better Care Board to obtain a decision on future provision, as the intention is that this is a county-wide service.	Ongoing – Internal Audit will follow up as part of the 2016/17 Annual Plan	Liz Uliasz (ASC Deputy Director – Commissioning & Operations)	Yes
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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: Strategic Director Adult Social Care and Public Health
Date: 27/04/2016

The action agreed is satisfactory.

Auditor: Tasneem Ali
Date: 27/04/2016