

**Childrens Centres
Follow Up**

Original 2012/13 Audit Report							
Rec no	Recommendation	Priority	Responsible Officer	Implementation Date	Status (Complete/In Progress/Not Started)	Follow Up Finding	Revised Implementation Date (where applicable)
1	A reminder to be issued to staff informing them that all attendance information should be entered onto E-Start in a timely manner.	L	Centre Manager, Ingrebourne Children's Centre.	31/07/2012	Completed	Centre Managers were reminded of the need to ensure staff keep E-Start up to date, during a meeting on the 20th September 2012. Six Centres were visited. Five sessions for each Centre were selected and checked to E-Start to ensure attendance information was being appropriately recorded. In all cases the system was up to date. This is also a fixed agenda item on monthly supervision sessions.	N/A
2	Annual Declarations of Interest should be completed and submitted to the PA to the Group Director Children's Services.	M	Interim Service & Deputy Service Managers Prevention & Intervention & Children's Centres	31/07/2012	In progress	A total of 60 staff across the six centres were checked for Declarations of Interests within the last year. In 42 cases an up to date DOI was located. In the remaining cases, 14 could not be located centrally and 4 were not applicable. Of the four not applicable cases it was noted that in one case the individual was an agency worker and in three cases the individuals are on maternity leave. Work is underway to ensure all individuals have made a declaration.	Mar-13
3	Procedures should be produced and disseminated to all Children's Centres setting out process for administration of Section 17 monies from existing petty cash imprests.	M	Interim Service & Deputy Service Managers Prevention & Intervention & Children's Centres	31/08/2012	In progress	Procedures and a form to be completed in the event of the need to make a payment under Section 17 have been produced and distributed to all Centres, however, on one occasion at payment was made on the understanding that this could be reimbursed through these funds. The lack of communication with other SC&L departments resulted in this payment not being approved (outside of the centres). The funds must now be absorbed into the centres budget. The process and the forms have been completed, but the process needs further clarification.	Mar-13
4	A process should be established to ensure all access to Council Systems / networks are removed for agency staff upon leaving the employment of the Council / service.	H	Interim Service & Deputy Service Managers Prevention & Intervention & Children's Centres	31/07/2012	In progress	A leavers checklist is in place and has been issued to all of the centres. A review of leavers found 1 Agency and 1 non Agency Workers who had moved to another SC&L team, but retained access to the Children's Centre files. Access has now been removed as a result of this audit.	Mar-13
5	Management should decide, in consultation with the Head of Asset Management, whether cleaners used at the Children's Centres should be CRB checked to ensure that safeguarding requirements are met.	H	Service Manager, Prevention & Intervention	31/08/2012	Completed	Agreements have now been reached that cleaners will not be subject to CRB checks.	N/A

**Childrens Centres
Follow Up**

Original 2012/13 Audit Report							
Rec no	Recommendation	Priority	Responsible Officer	Implementation Date	Status (Complete/In Progress/Not Started)	Follow Up Finding	Revised Implementation Date (where applicable)
6	A standard inventory template should be developed and disseminated for use across all Children's Centres.	L	Interim Service & Deputy Service Managers Prevention & Intervention & Children's Centres	31/10/2012	Completed	A new inventory template has been produced and issued to all centres.	N/A
7	Annual inventory checks should be undertaken and evidenced through the signatory of the completing member of staff and the manager to show that results of the check have been reported.	M	Centre Manager, Ingrebourne Children's Centre.	31/10/2012	In progress	A review of six centres found that in three cases the inventories had been transferred onto the new template. In the remaining three cases, this was under way at the time of the audit visit, therefore no checks were undertaken.	Mar-13
8	A meeting should be arranged between Senior Manager's for Children's Centres, Facilities Management and Corporate Health & Safety to discuss the current arrangements for supporting Children's Centre Managers with their statutory requirements in relation to the management of buildings.	H	Interim Service & Deputy Service Managers Prevention & Intervention & Children's Centres	31/10/2012	Completed	Discussions have taken place and a decision has been made to remain outside of the Facilities Management responsibility for property checks.	N/A
9	Guidance should be distributed to all Centre Managers to clearly set out the requirements around Business Use insurance and then ensuring that all members of staff are appropriately covered.	M	Interim Service & Deputy Service Managers Prevention & Intervention & Children's Centres	01/08/2012	In progress	A total of 60 staff across the six centres were checked for Business Use Car Insurance checklists. In 20 cases an up to date checklist had been completed. 4 were not checked as the form was located off site. 3 were not checked as the form was not completed as the individuals did not have business use insurance. 14 were not applicable based on 5 being on maternity leave, 2 being on long term sick, 4 being non drivers and 3 starting after the checks were done). In the 19 cases where no form was located, 17 cases it was stated the forms had been sent in to the Policy and Projects Officer for Social Care and Learning but it is understood that these forms were not received.	Mar-13