

**Report to:**

## **AUDIT COMMITTEE**

**Relevant Officers:**

Les Marshall – Head of Adult Social Care

Philip Thompson – Head of Special Educational Needs and Disability

**Date of Meeting**

7 March 2019

## **TRANSITION FROM CHILDREN'S TO ADULTS AUDIT FOLLOW-UP**

### **1.0 Purpose of the report:**

1.1 To consider a progress report on the recommendations made in the internal audit report of transition from children to adults issued on 16 March 2018.

### **2.0 Recommendation(s):**

2.1 To consider the actions being implemented to address the audit recommendations relating to the transition from children's services to adult services.

### **3.0 Reasons for recommendation(s):**

3.1 To enable Audit Committee to consider an update and progress report on the audit recommendations.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

3.4 None.

### **4.0 Council Priority:**

4.1 The relevant Council priority is organisational resilience.

### **5.0 Background Information**

5.1 At its meeting in June 2018, the Audit Committee agreed to invite Heads of Service to the meeting to provide an update in relation to internal audit recommendation implementation.

The report being considered at this meeting relates to the transition from children's to adult services with the scope and assurance statement as follows:

## **Scope**

The scope of the audit was to review the processes and procedures in place for the transition of service users from Children's Services to Adult Services to assess the impact that they are having and identify any areas that need to be further addressed.

## **Overall Opinion and Assurance Statement**

Pathways for transitions, other than for young persons with complex needs, are currently unclear. Work to address ownership and control of the transition process is ongoing across the relevant services. We therefore consider that the controls in place are currently inadequate with material risk to the effective operation of the transition arrangements identified and significant improvement required.

Does the information submitted include any exempt information? No

### **5.2 List of Appendices:**

Appendix 3(a): Internal Audit Recommendations and Agreed Actions.

### **6.0 Legal considerations:**

6.1 Risks need to be effectively managed in order to comply with relevant legislation.

### **7.0 Human Resources considerations:**

7.1 The controls being implemented will be undertaken by current employees.

### **8.0 Equalities considerations:**

8.1 None.

### **9.0 Financial considerations:**

9.1 The controls being implemented will be done so within current budget constraints.

### **10.0 Risk management considerations:**

10.1 To enable the Audit Committee to gain assurance that risks are being effectively managed.

### **11.0 Internal/ External Consultation undertaken:**

11.1 The progress report has been prepared in conjunction with the relevant Heads of Service and Chief Officers.

**12.0 Background papers:**

12.1 None.

**Appendix 3(a) - Agreed Action Plan**

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
<b><i>R1</i></b>	Consideration should be given as to the correct ownership of the Transitions Policy, and how it can be updated in order to provide a more collaborative approach. It should be ensured that the updated version contains clear guidance on the Care Act and pathways available for transition (including a simple flowchart) and that it is made available as appropriate for both Children's and Adult Services staff.	<b>2</b>	Agreed. This will be discussed with the Head of SEND.	Director of Children's Services/ Director of Adult Services/ Head of SEND	<b>30th June 2018</b>	Implemented – It has been agreed that ownership of the Transition Policy is with the SEND service. The policy has now been redrafted and references to the Care Act and pathways available for transition have been included.

<i>Recommendation</i>	<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>	
<p><b>R2</b></p>	<p>Consideration should be given as to how overall responsibility for the transition process can be achieved and who is best placed to take responsibility for facilitating the Transitions Steering Group and Operations Group should be determined. Meeting documentation for the two groups should be controlled and stored effectively. The representation at both groups should be examined and extended where appropriate to ensure that there is better attendance from Children’s Services representatives (including LAC management).</p>	<p>1</p>	<p>Agreed. This will be achieved through improvements in the transition steering and operations groups. The transition steering group will be chaired by the Head of SEND. The transition operations group will be chaired by the Learning Disabilities Team Manager with support from the Post 16 SEN Officer. Representation at both groups will be examined and extended where appropriate to ensure that all relevant areas are represented.</p>	<p>Director of Children’s Services/ Head of Adult Social Care</p>	<p>30th April 2018</p>	<p>Implemented – A documented governance structure is now in place and arrangements clarified and implemented for the Steering Group and the Operations Group.</p>

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
<b>R3</b>	The role of the Transitions Co-ordinator should be reviewed to ensure that there is sufficient capacity to fulfil the required functions, and that service is not impacted by periods of absence.	2	Agreed. The Director of Children's Services will consider how to provide support from within the Children with Disabilities Team.	Director of Children's Services	30th April 2018	Implemented – To increase capacity in this area Adult Social Care have funded the recruitment of an additional qualified social worker who will work alongside the existing Transition Coordinator in the SEND Team.