

Meeting of:	Governance and Audit Committee
Date of Meeting:	Monday, 11 December 2023
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Progress Against the Internal Audit Risk Based Plan 2023-24
Purpose of Report:	To provide members of the Committee with a position statement on progress being made against the audit work included and approved within the Internal Audit Risk Based Plan 2023-24
Report Owner:	Head of the Regional Internal Audit Service
Responsible Officer:	Head of Finance & Section 151 Officer
Elected Member and Officer Consultation:	No Elected Members have been consulted. Legal Services and Head of Finance.
Policy Framework:	The proposals in this report are in accordance with the policy framework and budget.
<p>Executive Summary:</p> <ul style="list-style-type: none"> The progress made against the approved internal audit risk-based plan 2023-24 for the period 1st April 2023 to 24th November 2023 is detailed in Appendix A. It shows that 30 of 69 planned audit reviews have been completed to date which equates to a completion rate 43%. The Regional Internal Audit Service has set a target of 50% completion by the end of quarter 3. Based on the assessment of the strengths and weaknesses of the areas examined through testing of the effectiveness of the internal control environment, audit opinions have been given to 26 of the 30 completed audits. 19 audits have been given Substantial or Reasonable assurance and 7 audits have been given Limited assurance. The identified risks found in the Limited assurance reports are detailed within this report. Included within this year's plan are 21 audits that were not undertaken or completed in 2022-23. Appendix B shows the status of these audits; 9 of the 21 audits are now completed, 6 are in progress or allocated and due to start and 1 has been removed from the plan as the service has changed and the previous identified risks no longer exist. A total of 95 recommendations have been made to date to improve the control environment. The progress being made in implementing these is regularly monitored by the Auditors and reported to this Committee. 	

Recommendation

1. That members of the Committee note the content of the report and the progress made against the 2023-24 Internal Audit Annual Risk Based Plan

Reason for Recommendation

1. To keep Governance and Audit Committee informed.

1. Background

- 1.1 In accordance with the Public Sector Internal Audit Standards, the Head of Audit is responsible for developing a risk-based annual audit plan which considers the Council's risk management framework. Within the Standards there is also a requirement for the Head of Audit to review and adjust the plan, as necessary, in response to changes in the Council's business, risks, operations, programmes, systems, controls and resources. The Head of Audit must also ensure that Internal Audit resources are appropriate, sufficient and effectively deployed to achieve the approved plan.
- 1.2 The Internal Audit Plan for 2023-24 was submitted to the Governance and Audit Committee for consideration and approval on 12th June 2023. The Plan outlined the assignments to be carried out which will provide sufficient coverage to provide an overall opinion at the end of 2023-24.

The plan is also flexible to allow for changing circumstances and events that may occur, such as requests to respond to new issues that may emerge.

2. Key Issues for Consideration

- 2.1 Progress made against the approved plan for the period 1st April 2023 to 24th November 2023 is attached at **Appendix A**. This details the status of each planned review, the audit opinion and the number of any high, medium, or low priority recommendations made to improve the control environment. It should be noted that some reviews listed have no audit opinion, for example advice and guidance and Governance and Audit Committee / Strategic Leadership Team (SLT) reporting / Fraud, Error, Irregularity. This is because the audit work carried out in respect of these items is planned but the nature of the work does not lead to testing and the formation of an audit opinion, although in some instances recommendations are made.
- 2.2 The Regional Internal Audit Service (RIAS) has set quarterly targets to monitor the delivery of the approved audit plan. This will assist in ensuring sufficient audit coverage has been given to the Council to provide an overall opinion at the end of

2023-24. The targets that the RIAS are working towards at the end of each quarter are as follows:

- Qtr 1 = 10%
- Qtr 2 = 30%
- Qtr 3 = 50%
- Qtr 4 = 80%

2.3 The level of coverage is 43% as of 24th November 2023 and a summary of the progress made to date is shown in Table 1 below. Details of individual audit assignments are shown in **Appendix A**.

Table 1 – Summary of the Progress Against the Audit Plan 2023-24

Status of Audits Assignments	Number	% of plan completed
Final report issued	25	36%
Draft report issued	5	7%
Audits in progress	14	
Audits allocated and due to start in this quarter	9	
Planned Audits not started	16	
Total	69	43%

2.4 An audit opinion is applied to an audit based on the assessment of the strengths and weaknesses of the areas examined during the audit through testing of the effectiveness of the internal control environment. Table 2 shows that 26 of the 30 completed audits were given opinions as of 24th November 2023. Details of individual audit assignments are shown in **Appendix A**.

Table 2 – Audit Opinions Applied to Audits as of 24th November 2023

Audit Opinion	Number
Substantial Assurance	6
Reasonable Assurance	13
Limited Assurance	7
No Assurance	0
Total	26

2.5 For reference, the audit assurance/opinion categories are:

AUDIT ASSURANCE CATEGORY CODE	
Substantial	A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
Reasonable	There is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited.
Limited	Significant gaps, weaknesses or non-compliance were identified. Improvement is required to the system of governance, risk management and control to effectively manage risks to the achievement of objectives in the area audited.
No Assurance	Immediate action is required to address fundamental gaps, weaknesses or non-compliance identified. The system of governance, risk management and control is inadequate to effectively manage risks to the achievement of objectives in the area audited.

2.6 Table 2 identifies 7 audits that have been given a **Limited** assurance opinion; 5 of these have been completed since our previous report and 3 of these have been finalised. The identified risks of the 3 finalised Limited opinion audit reports are detailed below.

Libraries & Digital Equipment

The areas of improvement identified during this audit were :

- Computers used for book searching can also be used to search for sensitive material.
- Very few devices within the Council's libraries had any form of security lock and no risk assessment had been undertaken to establish whether further security is required.
- Library staff are not completing inventories and were not able to demonstrate that there is an annual physical check carried out as required by the Council's Financial Procedure Rules.
- Social media passwords were found on display where members of the public could see them and the Council is making payments for additional opening hours library self-service Open+ that is not currently in use.

Officers Code of Conduct

The areas of improvement identified during this audit were:

- The Code of Conduct Protocol has not been reviewed since implementation in January 2016 and has exceeded its review date of January 2020 by over 3 years.
- The Code of Conduct Protocol and required declarations are not formally acknowledged within new starter information and/or induction.
- There is no process in place to raise awareness of the Code of Conduct Protocol and to remind employees at regular intervals during their employment.
- Declaration forms are not being recorded, retained and submitted in line with Code of Conduct Protocol and there is no threshold for declaration of gifts and hospitality offered to employees.

Adult Placements (Shared Lives)

This service is run under a partnership agreement between the Vale of Glamorgan Council and Bridgend County Borough Council with the Vale a lead. The Adult Placement (Shared Lives) Service Board, consisting of nominated officers from both authorities, are responsible for the governance hence the audit report has been issued to both Councils. The areas of improvement identified during this audit were :

- The audit found a lack of formal procedures in place in relation to administrative processes
- Minimal signed agreements for both the approved hosts and the service users were on file, and these are required by Regulations.
- Inconsistent Project Worker methods of monitoring cases were identified and insufficient procedures were in place to support individuals to safely manage their finances in line with Regulations.
- In addition, approved hosts have not been provided with the appropriate training.

2.7 The audit plan 2023-24 at **Appendix A** includes audits that were not started during 2022-23 or were incomplete at year end. There are 21 of these which are detailed at **Appendix B**. It should be noted that one audit has recently been removed from the plan as the service has changed and the identified risks no longer exist.

2.8 Table 3 provides a summary of the status of the 20 audits as of 24th November 2023.

Table 3 – Status of Audits Carried Forward into the Audit Plan 2023-24 as of 24th November 2023

Status of Audits Assignments	Number	% Complete
Final report issued	8	40%
Draft report issued	1	5%
Audits in progress	4	
Audits allocated and due to start in quarter 3	2	
Planned Audits not started	5	
Total	20	45%
Removed	1	

2.9 **Appendix A** shows a total of 95 recommendations have been made to date to improve the control environment: 16 high priority, 42 medium priority and 37 low priority. The implementation of these recommendations are regularly monitored by the Auditors to ensure that the identified and agreed improvements are being made. More detailed information is included in a separate report to this Committee.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The well-being goals identified in the Wellbeing and Future Generations Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

4. Climate Change and Nature Implications

4.1 None as a consequence of this report

5. Resources and Legal Considerations

Financial

5.1 There are no resource implications as a direct consequence of this report, but effective audit planning and monitoring are key contributors in ensuring that the Council's assets and interests are properly accounted for and safeguarded and that there is sound financial management across all services.

Employment

5.2 None as a direct consequence of this report.

Legal (Including Equalities)

5.3 The provision of an adequate and effective Internal Audit function is a legal requirement under the Accounts and Audit (Wales) Regulations 2014 as amended from time to time. There are no equalities implications as a direct consequence of this report.

6. Background Papers

None

Directorate	Area	Audit Scope / Risk	Status	Opinion			Recommendations		
				Substantial	Reasonable	Limited	High	Medium	Low
Cross Cutting	Follow up Reports	To provide assurance that service areas where limited assurance opinions were provided are followed up in a timely manner							
Cross Cutting	Annual Governance Statement	The completion of the Council's Annual Governance Statement, submission to Governance and Audit Committee and included with the Draft Statement of Accounts 2022/23 (including the Governance Assurance Statements from Corporate Officers and Senior Management).	draft issued						
Cross Cutting	Safeguarding	This review will include an annual assessment of the Council's overall operating model for safeguarding; including reviewing the adequacy of assurances obtained by the Council in respect of safeguarding arrangements in place for vulnerable adults and children across the Council.	allocated						
Cross Cutting	Corporate Risk Management	A review of a sample of corporate risks to identify if they are being appropriately managed and progress is being reported accurately.	allocated						
Cross Cutting	Grant Certification Work	Under the conditions of the specific grant determination, the Head of Audit must certify that the conditions of the grant have been complied with.							
		Bus Services Support Grant 2022/23	final issued		√		0	1	0
		Illegal Money Lending Grant 2022/23	final issued	√			0	0	1
		Regional Consortia School Improvement Grant 2022/23	final issued		√		0	1	0
		Housing Support Grant 2022-23	final issued		√		0	1	2
		Enable Grant 2022/23	final issued	√			0	1	0
Cross Cutting	Project & Programme Management	To review the structure and governance arrangements of the various Boards operating within the Council							
Cross Cutting	Information Governance	To provide assurance that identified strategic actions within the Information Governance baseline assessment are being effectively managed and are being delivered to plan .							
		Data Security Policies Review	allocated						
Cross Cutting	Mobile Devices	To review the management of mobile devices from an assurance perspective, including reference to the MS365 Telephony project and the move to hybrid working	draft issued		√				
Cross Cutting	Speak Out	To provide assurance that the speak out process is robust and effective in respect of the recording, allocation, completion and reporting of referrals and that any Whistleblowing referrals received are reported correctly.							
Cross Cutting	Fees & Charges	To review the process Council wide to include bookings, payments in advance, use of online payment facilities and the ability to take payments electronically whether online or in person.							
Cross Cutting	Welsh Language Standards	To provide assurance that the Council is compliant to the Welsh Language Standards	in progress						
Cross Cutting	Complaints and Compliments	To provide assurance that the policy and procedures are being adhered to, performance is monitored and reported data is accurate	draft issued		√				
Cross Cutting	Regulatory Body Recommendation Tracking	To undertake a walkthrough test to provide assurance that recommendations made are accurately recorded and addressed.	final issued	√			0	0	0
Cross Cutting	Security & Access to Council Buildings	To undertake a review of the Council's arrangements for the security and access to Council buildings and provide assurance that robust controls are in place	in progress						
Cross Cutting	Single Adaptation Team	To review the processes in place within this newly created team having particular regard to the means testing process							

Directorate	Area	Audit Scope / Risk	Status	Opinion			Recommendations		
				Substantial	Reasonable	Limited	High	Medium	Low
Environment & Housing	SRS Joint Service	To provide assurance to the Shared Regulatory Service Board on the systems and processes in place in respect of the overall control environment including governance, risk management and internal control for the 2022-23 Financial Year.	final issued		√		0	1	6
Environment & Housing	SRS Joint Service - Income	To provide assurance that the processes in place to collect income within the SRS service are effective and efficient							
Environment & Housing	SRS Joint Service - Food Hygiene	To provide assurance that processes and procedures are in place and effectively being implemented to ensure that at least the minimum Food Safety Authority standards are being met.	final issued		√		0	2	2
Environment & Housing	Recycling & Waste Management	To provide assurance on the adequacy and effectiveness of the internal control, governance and risk management arrangements in respect of Recycling and Waste Management.	in progress						
Environment & Housing	School Transport	To provide assurance that procurement and contract monitoring is in adherence to Council policies and procedures to ensure the delivery of the agreed service within the agreed contract price.	allocated						
Environment & Housing	Leisure Centres	Review the performance measures in place and verify the data and calculations used and examine the scrutiny and challenge that is provided having regard to the Audit Wales work around the Sustainable Development Principle.	draft issued			√			
Environment & Housing	Cleaning & Security Services	Provide assurance that the services provided are in compliance with service level agreements in place	allocated						
Environment & Housing	Housing Rents	To provide assurance on the control environment of the rent setting and collection processes	final issued		√		0	1	3
Environment & Housing	Temporary Housing Solutions	Examine compliance with this statutory duty, review process for availability, processing and prioritising cases to provide assurance that systems are efficient and effective.	in progress						
Learning & Skills	Schools	To undertake a number of school based reviews as well as cross cutting thematic reviews in accordance with the Internal Audit risk based assessment.							
		Stanwell School Capital Project	final issued				8	0	0
		Stanwell School	final issued		√		1	4	4
		Llantwit Major Comprehensive School Follow Up	in progress						
		St Cyres School	in progress						
		Colcot Primary School	allocated						
		Ysgol Y Deri & St Cyres Building Compliance Follow Up	in progress						
Learning & Skills	School CRSA	To undertake the annual controlled risk self – assessment for schools. The aim of the process is to enable Head Teachers to review their internal controls and to	allocated						
Learning & Skills	Libraries & Digital Equipment	To provide assurance that appropriate controls are in place in respect of digital equipment	final issued			√	1	4	0
Corporate Resources	Local Authority Trading Company	To provide assurances on the governance and operation of the Council's LATC.							
Corporate Resources	Material Systems – Key Financial Systems	A rolling programme of audits is adopted for material systems whereby the work programme for each year may differ.							
		Housing Benefits Overpayments & Recovery	final issued		√		0	3	0
		Bottomline Payments	final issued		√		0	1	1
		Debtors	draft issued			√			
		Banking Arrangements	in progress						
Corporate Resources	Oracle Fusion	To ensure that changes made to processes as the result of the implementation of the new cloud based system are effective and efficient	in progress						
Corporate Resources	Oracle Fusion	To ensure that changes made to processes as the result of the implementation of the new cloud based system are effective and efficient	final issued		√		1	1	4

Directorate	Area	Audit Scope / Risk	Status	Opinion			Recommendations		
				Substantial	Reasonable	Limited	High	Medium	Low
Corporate Resources	Financial Management Code	To provide assurance that the information presented is accurate							
Corporate Resources	Capital Programme	A review of this area will be undertaken to provide assurance that the Capital Programme remains on track and that slippage is accounted for, reported and regularly monitored.							
Corporate Resources	Budget Savings	To identify and review the systems in place to monitor the high level of savings identified							
Corporate Resources	PCI – DSS (Payment Card Industries – Data Security Standards)	To review the procedures and processes in operation relating to PCI - DSS to determine if the previously identified areas of weakness have been fully rectified and that the control environment is robust.	final issued			√	0	3	0
Corporate Resources	Payroll	To provide assurance that the processes are in place in the new Oracle Fusion solution are operating effectively and efficiently.	in progress						
Corporate Resources	Scheme of Delegations	To provide assurance that the scheme of delegation is complied with having particular regard to contract approval, orders and expenditure and write offs.							
Corporate Resources	Officer Code of Conduct	Review the processes in place and provide assurance that Officers are complying to the Council's Code of Conduct	final issued			√	0	7	1
Corporate Resources	ICT Audits	ICT systems reviews will be undertaken across Directorates ICT systems to ensure robust controls are evident and operating effectively.							
		File Systems & Folder Access	final issued			√	0	1	0
		Content Manager	final issued	√			0	1	1
		Disposal of Electronic Media & Devices	in progress						
Corporate Resources	School Cyber Security	Undertake testing to ensure that staff are aware of requirements to protect devices, services and networks and the information on them from theft or damage via electronic means and staff are aware of what to do if there is a concern or breach. Ensure this information is monitored and reported consistently across the Council	allocated						
Corporate Resources	Procurement	Review current processes and practices to ensure that they are reasonable, effective and efficient in the current economic landscape and compliant to the Council's contract procedure rules and any grant conditions where relevant.							
Corporate Resources	Property Services	To review the process and procedures in place in respect of commercial and consultancy Services provided	allocated						
Place	Shared Prosperity Funding	Review the process in place for receiving funding, funding and expenditure approval etc. to provide assurance that the systems are robust and efficient.	in progress						
Place	Project Management Unit	To undertake a review of the governance and decision making around Major Projects. Particular emphasis will be placed on compliance to the Council's Rules and Regulations and Project Management Methodology associated with high risk contracts.	final issued	√			0	0	2
Place	Car Park Income	To provide assurance that all income is being effectively collected and accounted for	in progress						
Place	Filming Income	To provide assurance that there is a standard approach across the Council in respect of fees charged, waivers of fees being granted where beneficial and appropriate and staff time is charged correctly.							
Social Services	Regional Adoption Service	A compliance review to complete the Annual Accounting Statement	final issued	√			0	0	2

Directorate	Area	Audit Scope / Risk	Status	Opinion			Recommendations		
				Substantial	Reasonable	Limited	High	Medium	Low
Social Services	Deputyships & Appointeeships	To ensure that the systems and controls surrounding the management of Appointeeship and Deputyships accounts are robust and that they are operated in line with regulations/guidance/policy in order to protect the individual and Council.	final issued			√	2	1	1
Social Services	Section 117	To seek assurance that processes are adhered to and people are supported with after care following Mental health involvement.							
Social Services	Family Information Service	To provide assurance that the Childcare Offer for Wales scheme has been correctly administered and identify any lessons to be learnt							
Social Services	Financial Assessments	in relation to third party/top up payments for care placements to ensure consistency and application.	in progress						
Social Services	Regional Emergency Duty Team	To review the governance arrangements in place to ensure the Council is correctly represented in regard to the Regional Emergency Duty Team							
Social Services	Adult Placement (Shared Lives)	To provide assurance to both Authorities (Vale and BCBC) and the Adult Placement (Shared Lives) Service Board that systems and processes have operated effectively in respect of governance, administration process and financial payments	final issued			√	2	7	7
Internal Audit	Emerging Risks / unplanned	To enable Audit Services to flexibly respond to provide assurance activity as required.							
Internal Audit	Governance & Audit Committee / Member and SLT Reporting	This allocation covers Member reporting procedures, mainly to the Governance & Audit Committee, plan formulation and monitoring, and regular reporting to, and meeting with, the Section 151 Officer, SLT and the RIAS Board.							
Internal Audit	Compliance – expenses / mileage claims	Review of expenses / mileage claims submitted which are over three months old. Ongoing throughout the year.							
Internal Audit	Waiver Requests	To challenge the use of exemptions to both Contract and Finance Procedure Rules via the waiver procedure. Challenge provided throughout the year.							
Internal Audit	Meetings, Advice & Guidance	To allow auditors to facilitate the provision of risk and control advice which is regularly requested by officers within the authority.							
Internal Audit	Data Analytics	Data Analytics is proving to be a useful internal audit tool as councils become more reliant on electronic data, as data analytics enables a vast amount of data to be analysed when selecting testing samples							
Internal Audit	External Audit Liaison	To ensure that a “managed audit” approach is followed in relation to the provision of internal and external audit services.							
Internal Audit	Recommendation Monitoring	Monitoring the implementation of Internal Audit recommendations in consultation with the service areas which have received these recommendations.							
Internal Audit	Annual Opinion Report	To prepare and issue the Head of Audit’s Annual Opinion Report 2022/23 and start preparation for 2023/24 report.							
Internal Audit	Audit Planning	To prepare and monitor the annual risk based audit plan for 2023/24 and commence preparation for 2024/25 plan							
Internal Audit	Audit Charter / Manual	To review and update the documents as required							
Internal Audit	Compliance with PSIAS	Review compliance with the Public Sector Internal Audit Standards.							
Internal Audit	Closure of reports - 2022/23	To finalise all draft reports outstanding at the end of 2022-23.							
Cross Cutting	Fraud / Error / Irregularity	National Fraud Initiative - Collection of data and analysis of matches for the NFI exercise, acting as first point of contact and providing advice and guidance to key contact officers.							

Directorate	Area	Audit Scope / Risk	Status	Opinion			Recommendations		
				Substantial	Reasonable	Limited	High	Medium	Low
Cross Cutting	Fraud / Error / Irregularity	Irregularity Investigations - Reactive work where suspected irregularity has been detected.							
		YYD - Possible Theft	final issued						
		Fraudulent Change in Supplier Bank Details	final issued				1	1	0
Cross Cutting	Fraud / Error / Irregularity	Anti-Fraud & Corruption – Proactive - Proactive counter-fraud work that includes targeted testing of processes with inherent risk of fraud.							
		OVERALL TOTALS		6	13	7	16	42	37

Vale of Glamorgan Council - Audits Carried Forward from 2022-23

Directorate	Area	Audit Scope / Risk	Status
Cross Cutting	Safeguarding	This review will include an annual assessment of the Council's overall operating model for safeguarding; including reviewing the adequacy of assurances obtained by the Council in respect of safeguarding arrangements in place for vulnerable adults and children across the Council.	allocated
Cross Cutting	Project & Programme Management	To review the structure and governance arrangements of the various Boards operating within the Council	
Environment & Housing	SRS Joint Service - Food Hygiene	To provide assurance that processes and procedures are in place and effectively being implemented to ensure that at least the minimum Food Safety Authority standards are being met.	final issued
Environment & Housing	Recycling & Waste Management	To provide assurance on the adequacy and effectiveness of the internal control, governance and risk management arrangements in respect of Recycling and Waste Management.	in progress
Environment & Housing	Housing Rents	To provide assurance on the control environment of the rent setting and collection processes	final issued
Environment & Housing	Temporary Housing Solutions	Examine compliance with this statutory duty, review process for availability, processing and prioritising cases to provide assurance that systems are efficient and effective.	in progress
Corporate Resources	Material Systems – Key Financial Systems	A rolling programme of audits is adopted for material systems whereby the work programme for each year may differ.	
		Debtors	draft issued
		Housing Benefits Overpayments & Recovery	final issued
		Bottomline Payments	final issued
Corporate Resources	Capital Programme	A review of this area will be undertaken to provide assurance that the Capital Programme remains on track and that slippage is accounted for, reported and regularly monitored.	
Corporate Resources	PCI – DSS (Payment Card Industries – Data Security Standards)	To review the procedures and processes in operation relating to PCI - DSS to determine if the previously identified areas of weakness have been fully rectified and that the control environment is robust.	final issued
Corporate Resources	Payroll	To provide assurance that the processes are in place in the new Oracle Fusion solution are operating effectively and efficiently.	in progress
Corporate Resources	Scheme of Delegations	To provide assurance that the scheme of delegation is complied with having particular regard to contract approval, orders and expenditure and write offs.	
Corporate Resources	ICT Audits	ICT systems reviews will be undertaken across Directorates ICT systems to ensure robust controls are evident and operating effectively.	
		File Systems & Folder Access	final issued
		Content Manager	final issued
Corporate Resources	Procurement	Review current processes and practices to ensure that they are reasonable, effective and efficient in the current economic landscape and compliant to the Council's contract procedure rules and any grant conditions where relevant.	
Corporate Resources	Property Services	To review the process and procedures in place in respect of commercial and consultancy Services provided	allocated
Place	Shared Prosperity Funding	Review the process in place for receiving funding, funding and expenditure approval etc. to provide assurance that the systems are robust and efficient.	in progress
Social Services	Deputyships & Appointeeships	To ensure that the systems and controls surrounding the management of Appointeeship and Deputyships accounts are robust and that they are operated in line with regulations/guidance/policy in order to protect the individual and Council.	final issued
Social Services	Section 117	To seek assurance that processes are adhered to and people are supported with after care following Mental health involvement.	
Social Services	Family Information Service	To provide assurance that the Childcare Offer for Wales scheme has been correctly administered and identify any lessons to be learnt	removed
		OVERALL TOTALS	