Final Distribution
Director of Children’s Services
Assistant Director Targeted Services
Youth Offending Team Manager
Business Support and Information Manager
Corporate Director, Finance & Risk Management
Audit Manager, Audit Commission

CC: Cllr Clark

Geoff Barlow – Acting Audit Services Manager
Katie Radbourne/Megan Paling - Auditors
EXECUTIVE SUMMARY

1 INTRODUCTION

1.1 Background

The Youth Offending Team (YOT) is predominantly based at the Manor Road and Queensway centres. It is a multi-agency group set up by the Youth Justice Board (YJB) with the aim of reducing youth crime in Milton Keynes. The Youth Offending Team consists of Social Workers, Probation Officers, Police Officers and staff with health and education backgrounds.

The YOT provides a wide range of services to deal with young people between the ages of 10 and 18 who get into trouble. The team are overseen by a multi-agency strategic board composed of senior members of all the local statutory partners and the YOT Manager.

The annual budget for 2009/2010 for Milton Keynes YOT is £1,659,347 with the majority of the contributions coming from the Local Authority and the Youth Justice Board.

1.2 Objectives and Scope

The objectives of the audit were to ensure that:

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<tr>
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<th>Objective</th>
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<tbody>
<tr>
<td>A</td>
<td>The service is compliant with relevant legislation. (LEGISLATION)</td>
<td>2</td>
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<tr>
<td>B</td>
<td>Processes and procedures are efficient and follow appropriate policies. (POLICY)</td>
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<td>C</td>
<td>Management information reports are valid and timely, including performance against National Indicators. (POLICY)</td>
<td>3</td>
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<td>D</td>
<td>The Budget is effectively monitored and controlled. (FINANCE)</td>
<td>3</td>
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<td>F</td>
<td>Risks have been identified and appropriately mitigation procedures put in place. (RISK)</td>
<td>2</td>
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<td>G</td>
<td>The partnership working arrangements are operating effectively. (SERVICE IMPROVEMENT)</td>
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Key: 1 = Poor, 3 = Good
2 AUDIT OPINION

Satisfactory - Controls are considered adequate with some areas of weakness that are not major risk areas.

3 CONCLUSIONS

The controls that currently exist at the YOT are good in most areas. However, it is difficult to give complete assurance that all controls are good due to recent changes in legislation and the current work in progress to incorporate this into existing policies, procedures and protocols. A scaled approach was implemented alongside the Youth Rehabilitation Order (YRO) in November 2009. The audit findings do demonstrate some areas of weakness which place the system objectives at risk. In particular;

3.1.1 Policy

Not all policies have been updated to reflect the change in legislation introduced in November 2009.

3.1.2 Lease agreement

The lease agreement is not clearly defined between the Youth Offending Team and Junior Attendance Centre. There is no formal documentation in place.

3.1.3 Inventory

The inventory is not up to date and is not regularly monitored.

4 WAY FORWARD

All recommendations are in the Management Action Plan (Page 4). Good controls are shown in section 5, overleaf. Key recommendations are set out below to provide a summary of those areas that require management attention to focus upon.

4.1.1 To complete the review and amendment of existing policies, procedural guidance and protocols in place within the service to incorporate the November 2009 legislation change.

4.1.2 All contracts should be clearly defined. Outlining responsibility, rent and costs of the Youth Offending Team and the Junior Attendance Centre service,

4.1.3 Inventories should be brought up to date. Regular stock checks should be conducted to keep the inventories up to date. Advice can be found on Milton Keynes Council Financial Regulations.

4.1.4 There should be at least one qualified first aider present at all sites during work hours. Training has been arranged for the last week of February 2010 to train all staff in basic first aid.
FINDINGS SUMMARY

5 POSITIVE FINDINGS

5.1 Legislation

All children or young people referred to the Youth Offending or Prevention Team undergo a structured needs assessment using the relevant Youth Justice Board approved assessment toolkit. A comprehensive action plan is then produced which is regularly reviewed.

The Youth Offending Team receives weekly bulletins from the Youth Justice Board regarding updates in legislation. The Youth Offending Team Manager also receives direct emails from the Youth Justice Board regarding any amendments to legislation.

5.2 Risk

There is an up to date corporate risk assessment in place.

All staff have been Criminal Record Bureau (CRB) checked and cleared and this is repeated on a 3 yearly basis. Records are held and disposed of securely.

5.3 Policy

Management meet regularly (at least 4 times a year) performance reports are clear, valid and produced in a timely manner.

5.4 Finance

There is satisfactory control over budget management. The budget is planned in suitable time and reviewed regularly (monthly).

The SAP forecast facility is used and the Youth Offending Team Manager, Business Support Manager and Finance Officer meet monthly.

Petty cash is held securely and access is restricted. The limit does not exceed that covered by insurance.

All expenditure is accounted for and appropriately authorised. There is an accurate and chronological account of all expenditure. The imprest account is held and managed in line with Milton Keynes Council Financial Regulations.

There is adequate segregation of duties.
## MANAGEMENT ACTION PLAN

The recommendations are categorised on the following basis:

- **Essential** - Implementation is required with immediate effect to address a weakness that fundamentally undermines the control/objective of that system.
- **Important** - Implementation is required within a short period of time to address weaknesses that seriously undermine the control/objective of that system.
- **Standard** - Management need to take recommended action within a reasonable period to address weaknesses that may undermine controls/objectives.

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<tr>
<th>Ref</th>
<th>Findings</th>
<th>Risk/ Implication</th>
<th>Recommendation</th>
<th>Management Comments</th>
<th>Manager Responsible &amp; Target Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Legislation/Policy</td>
<td>The service may not be adequately prepared for the introduction of new sentencing legislation from November 2009.</td>
<td><strong>Important</strong> To complete the review and amendment of existing policies, procedural guidance and protocols in place within the service to incorporate the November 2009 legislation change. To regular review policies. To keep all staff informed of existing policies and any updates to policies.</td>
<td>We are now fully compliant with the legislation and guidance. However there are some SLA’s and protocols with external partners that require updating and this action has been reflected in the recent YJB Capability and Capacity self assessment</td>
<td>YOT Manager September 2010</td>
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The service is unable to provide complete assurance that it is compliant with the new Scaled Approach and Youth Rehabilitation Order (YRO) implemented in November 2009.

Not all policies have been updated to reflect the new legislation. However, work is currently underway to amend all existing policies, procedures and protocols.

We are now fully compliant with the legislation and guidance. However there are some SLA’s and protocols with external partners that require updating and this action has been reflected in the recent YJB Capability and Capacity self assessment.

YOT Manager September 2010
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<td>2</td>
<td>Service Improvement/Partnerships&lt;br&gt;The service is unable to confirm that the partnership working arrangements are operating effectively as all existing protocols are currently under review due to the change in legislation in November 2009.</td>
<td>Ineffective partnerships leading to poor service delivery.</td>
<td><strong>Important</strong>&lt;br&gt;To complete the review and amendment of existing protocols in place within the service to incorporate the November 2009 legislation change.</td>
<td>We are now fully compliant with the legislation and guidance. However there are some SLA’s and protocols with external partners that require updating and this action has been reflected in the recent YJB Capability and Capacity self assessment</td>
<td>YOT Manager September 2010</td>
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<td>3</td>
<td>Risk&lt;br&gt;The lease agreement is not clearly defined between the Youth Offending Team and Junior Attendance Centre. There is no formal documentation in place outlining what the responsibilities are for each party, rent, insurance or costs.</td>
<td>Risk of loss, fraud, impropriety or damage to reputation.</td>
<td><strong>Standard</strong>&lt;br&gt;All contracts should be clearly defined. Outlining responsibility, rent and costs of the Youth Offending Team and Junior Attendance centre service.</td>
<td>Work is underway to address this and should be completed by the summer</td>
<td>YOT Manager July 2010</td>
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<td>4</td>
<td>Policy&lt;br&gt;The inventory is not up to date and is not regularly monitored.&lt;br&gt;This finding was also a risk identified in the previous 2 audits.</td>
<td>Risk of loss, fraud, impropriety or damage to reputation.</td>
<td><strong>Standard</strong>&lt;br&gt;There should be an up to date full inventory that covers all Youth Offending Team centres.</td>
<td>Work is underway to address this in accordance with Council requirements</td>
<td>YOT Manager &amp; Business Support Manager End of May 2010</td>
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<td>5</td>
<td><strong>Risk</strong> Not all of the sites have a qualified first aider on site during work hours. There is no qualified aider on site at the Queensway Centre during work hours. Training has been planned for the 24 February 2010 to train all staff in basic first aid.</td>
<td>Possible Breach in Health and Safety Regulation. Staff and visitors could be delayed in receiving vital first aid.</td>
<td><strong>Standard</strong> There should be at least 1 qualified first aider on site during work hours. A record should be kept including contact details and qualification renewal dates.</td>
<td>We have confirmed the First Aider requirements and the Manor Road offices are already compliant. Our first-aid trainer is due back from a period of sickness and will complete the planned training taking both offices far above minimum standards.</td>
<td>YOT Manager &amp; Business Support Manager End of May 2010</td>
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NB  Any cost implications arising from implementation of the recommendations by Mouchel must be agreed in advance with the appropriate Client Officer and the Partnership Delivery Manager.