

MANAGEMENT ACTION PLAN

Audit Recommendation	Status (Accept / Not Accept)	Management Comments	Responsible office:	Implement by:
1. Council should consult with the PHA to provide further guidance on the accountability and distribution of the packs.	Accept further discussion to be beneficial	Partnership working between the PHA and Council staff has been ongoing in relation to Keep Warm Packs and other Health & Wellbeing programmes. Since the scheme commenced, the PHA have stipulated guidelines for eligibility but have left the distribution process primarily under the control of each individual Council. However as a result of the audit recommendations, a specific meeting to discuss accountability and distribution took place between PHA and MUDC rep on Tuesday 10 th April at 2pm in Magherafelt about future arrangements. The outcome was a discussion of the distribution process moving forward as discussed at Council. PHA advised that responsibility and accountability for distribution remains with Councils but methods outlined in the Env. Committee minutes would be acceptable.	EH	End April 18
2. Present the agreed distribution strategy to Council after consultation with the SMT.	Accept	Council was presented with distribution information at the Environment Committee meeting in February 2018 and it was agreed that “distribution is managed through Environmental Health – Health and Well Being staff visiting homes through Affordable Warmth or Home Accident / Energy Efficiency Programmes and liaising directly with the Community and statutory organisations working in this area.” This would be available to SMT members as circulated with the	EH	End March 18

		Environment committee papers as part of the council governance process. Also discussed at SMT on 31/3/18. Further discussion took place at March. Environment Committee meeting and it was agreed in addition to the detail above that elected Members would not be part of the distribution process.		
3. Agree the distribution strategy of the packs remaining in storage urgently to allocate packs to the deprived people during this cold season.	Accept	Discussion with PHA Rep regarding the distribution of the packs in storage. Discussion around the outcome of the Environment Committees. Decision to distribute the remainder of the current stock through the main voluntary and community groups in Cookstown and Magherafelt with remainder through EH staff. Plan being put in place for September 2018. Distribution through the Agewell project in short term based on identification of eligible clients.	EH	End September 18
4. Reiterate the importance of achieving the objectives of the scheme to the Council and to ensure adherence to the Code of Conduct for Councillors whilst performing Council duties to the Public. Any activities channelled through the Council should not be used or perceived to be used for any political gain.		Outside the EH remit. Decision at Council for elected members not to be part of the distribution method.	EH	End March 18
5. Document the agreed accountability and distribution strategy.	Accept	Detail on the distribution contained in Environment Committee papers. Distribution information to be documented for EH staff.	EH	End April 18
6. Ensure there is a transparent audit trail retained on file between packs received, issued and reported to the PHA.	Accept	Spreadsheet designed for larger distribution to the C&V sector as PHA do not require individual forms for larger Distribution. Individual delivery to have individual form completion and storage of all forms for easy retrieval in	EH	End April 18

		each office location as determined by the retention and disposal policy and funding arrangements.		
7. All records should be retained in an organised manner for ease of future retrieval and supports the achievement of the objectives of the scheme.	Accept	As above as per funding requirements and the retention and disposal policy.	EH	End April 18
8. Establish a stock control system for the packs.	Accept	Stocktake spreadsheet to be compiled per batch delivery of Keep Warm Packs.	EH	End April 18

Keep Warm Packs Distribution

1.0 The Keep Warm Packs are available for distribution to those who meet ALL of the following 3 Criteria:

1. Are experiencing fuel poverty and
2. Have not received a Keep Warm Pack from a different source and
3. Fall into at least one of the following six categories:

(i) A person with a long-term health condition including; an underlying illness that makes them more vulnerable in colder weather (e.g. asthma; chronic bronchitis or emphysema; coronary heart disease; stroke) or a physical or mental health condition which results in them spending more time at home.

(ii) A person with a disability that makes them less mobile or means they need to spend more time at home.

(iii) Anyone aged over 65 years old.

(iv) A family with dependent children.

(v) Pregnant women

(vi) A person who is homeless.(Packs are primarily designed to help individuals stay warm indoors)

2.0 Following discussion at the Environment Committee in December 2017 and ratification at Full Council on 14th December 2017 it was agreed that the distribution process for eligible recipients would be managed through the Environmental Health Department in the following manner:

- Environmental health staff working in Heath & Wellbeing (H&WB) roles
- Environmental Health Officers carrying out visits to homes for other reasons.
- Through any referrals received from Community Planning Health Partners and local Health and Social Care Services within Mid Ulster area.
- Depending on availability, distribution can be made through established local community groups who work closely with those in poverty and/or vulnerable households. These groups will be determined based on local knowledge, previous legacy arrangements and cross referrals from other agencies.

3.0 Following further discussion at the Environment committee meeting held on 13th March 2018 it was resolved

“That it be recommended to Council that Members submit detail of those who should receive a Keep Warm Pack to Council officers for determination and distribution”

Decision ratified at Full Council meeting held on 22nd March 2018. This removed distribution through elected representatives.

4.0 All forms completed for those packs distributed to individuals require to be filled in and returned to the Senior EHO (H&WB) for retention in line with Mid Ulster District Council Retention policy.

5.0 A spreadsheet requires to be completed by V&C organisations responsible for distribution through their organisations and returned to the Senior EHO(H&WB) for retention in line with Mid Ulster District Council Retention policy.

6.0 In addition to routine supervision, a review of distribution will take place at regular intervals in year.

7.0 Keep Warm Pack stocktake spreadsheet to be kept up to date