

Report on	Investigation Report on Keep Warm Packs- Management Implementation Plan
Date of Meeting	8 th May 2018
Reporting Officer	Fiona McClements, Head of Environmental Health
Contact Officer	Fiona McClements

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

1.0	Purpose of Report
1.1	To update Members of on the Management Action Plan associated with the recommendations of the recent Keep Warm Pack Audit.
2.0	Background
2.1	The Public Health Agency fund a number of Keep Warm Packs for the Mid Ulster area, which are distributed through the Environmental Health department. At a recent Environment Committee, an investigation report was presented. The Management Action Plan has been updated to reflect on the implementation of the recommendations.
3.0	Main Report
3.1	<p>The findings of the Keep Warm Packs audit have been considered and actions implemented to progress the recommendations made.</p> <p>Actions taken by Environmental Health are outlined in the attached Management Action plan in full and are summarised below.</p> <ul style="list-style-type: none"> • Recent liaison with PHA as core funder of programme and agreement of actions to be taken forward. • Agreed Distribution Strategy / Protocol documented and attached • Distribution plan being put in place for Sept 18, subject to packs being available for distribution. • Distribution through Agewell in short term based on identification of eligible clients • Stock Control record sheet developed and used to provide a transparent audit trail from April 2018 to monitor stock levels, receipt of packs and distribution of packs. • Retention of records as per funding requirements and Council retention and disposal policy.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/A
	Human: N/A

	Risk Management: N/A
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	Members note the Actions taken in response to the Keep Warm Pack audit findings.
6.0	Documents Attached & References
6.1	Appendix 1 – Keep Warm Pack Audit Management Action Plan
6.2	Appendix 2 – Keep warm Pack Distribution Strategy / Protocol