



FINAL INTERNAL AUDIT REPORT

PUBLIC HEALTH DEPARTMENT

REVIEW OF SUBSTANCE MISUSE SERVICES

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REVIEW OF SUBSTANCE MISUSE SERVICES

INTRODUCTION

1. This report sets out the results of our audit of Substance Misuse Services. The audit was carried out as part of the work specified in the 2019-20 Internal Audit Plan agreed by the Section 151 Officer and Audit Sub-Committee. The controls we expect to see in place are designed to minimise the Council's exposure to a range of risks. Weaknesses in controls that have been highlighted will increase the associated risks and should therefore be addressed by management.
2. The contracts for the provision of both the Adults' and the Young People's Substance Misuse services were awarded to Contractor A from 1st December 2018, for a period of three years plus the option to extend for up to a further two years, the values of which are depicted in Table 1 below:-

Table 1

	Annual value (£000)	Whole life value, including extension options (£000)
Adults' Substance Misuse Services	1,349	6,745
Young People's Substance Misuse Services	149	745

The **Adults' Substance Misuse service** is an integrated provision for drug and alcohol users in the borough, including those misusing New Psychoactive Substances (NPS) and over the counter/prescribed medicines, and comprises the following key elements:-

- Level 1: Identification & Engagements
- Level 2: Treatment & Recovery
- Level 3: Aftercare & Reintegration

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The Service supports circa 800 people of which 415 are currently in structured treatment, which can be broken down as follows:-

Substance	
Opiate	254
Non-Opiate	60
Alcohol and Non-Opiate	72
Alcohol	29
Total:	415

The **Young People's Substance Misuse service** supports young people (aged 18 years and under) residing in Bromley or participating in education or training in Bromley, to gain high quality information and advice about substance misuse, become abstinent, build resilience and make informed choices in relation to risky behaviours. The Service focuses on prevention and partnership working as well as offering treatment to young drug and alcohol users and support around resilience and recovery, and comprises the following key elements:-

- Prevention
- Partnership working
- Treatment & Recovery
- Aftercare

3. We would like to thank all staff contacted during this review for their help and co-operation.

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AUDIT SCOPE

4. The original scope of the audit was outlined in the Terms of Reference, the objective of which was to review the Substance Misuse contract to include Substance Misuse spot purchasing for residential detox and rehabilitation, needle exchange schemes and supervised administration of methadone (SAM) delivered by pharmacists.
5. The key risks reviewed within this audit were:-
 - Management information is not obtained from the contractor on a timely basis or checked for accuracy
 - Contractor performance is not measured or monitored against performance standards and milestones as set out in the contract
 - The financial position is not monitored throughout the term of the contract

AUDIT OPINION

6. Our overall audit opinion, number and rating of recommendations are as follows.

AUDIT OPINION	
Substantial Assurance	(Definitions of the audit assurance level and recommendation ratings can be found in Appendix B)

Number of recommendations by risk rating		
Priority 1	Priority 2	Priority 3
0	0	1

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SUMMARY OF FINDINGS

7. Our testing identified the following issue which we would like to draw to Management's attention:-

Raising of Orders

For both the Adults' and Young People's Substance Misuse Contracts, official Orders had not been raised until March 2019, when the first quarterly payment was due, although the Contracts commenced on 1st December 2018.

DETAILED FINDINGS / MANAGEMENT ACTION PLAN

8. The findings of this report, together with an assessment of the risk associated with any control weaknesses identified, are detailed in Appendix A. Any recommendations to management are raised and prioritised, together with management's responses and timescales for implementation. Appendix B details the definition of the audit assurance and priority ratings.

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DETAILED FINDINGS AND ACTION PLAN

APPENDIX A

No	Finding	Risk	Recommendation and Priority *Raised in previous Audit	Management Response	Agreed timescale and responsible manager
1	<p><u>Raising of Orders</u> An Oracle data extract reflected that orders for both the Adults' and Young People's Substance Misuse Contracts had not been raised until March 2019, when the first quarterly payments were due, although the Contracts commenced on 1st December 2018:-</p> <p>Adults' Substance Misuse Services, Order Number 4211669 raised 21st March 2019</p> <p>Young People's Substance Misuse Services, Order Number 4211687 raised 22nd March 2019.</p>	<p>If orders are not raised in a timely manner, commitments will not be reflected in the budget monitoring.</p>	<p>Whilst on both occasions it was evidenced that the Client was aware of the liability, an official Order should be raised at commencement of the Contract for goods, works and services to ensure that financial commitments are accurately reflected in the budget monitoring.</p> <p style="text-align: center;">Priority 3</p>	<p>Revise the contract mobilisation process as follows:</p> <p>a) Include raising of orders in the check list of all Public Health contract mobilisation process.</p> <p>b) Advise relevant members of the Public Health Business Support Team to raise orders at the start of each Public Health contract.</p> <p>c) Advise Finance of contract value and date of when first quarterly payment commences to ensure commitments are accurately reflected in the budget monitoring.</p>	<p>Assistant Director, Programme Delivery, Public Health 23 December 2019</p>

OPINION DEFINITIONS

Assurance Level

Assurance Level	Definition
Substantial Assurance	There is a sound system of control in place to achieve the service or system objectives. Risks are being managed effectively and any issues identified are minor in nature.
Reasonable Assurance	There is generally a sound system of control in place but there are weaknesses which put some of the service or system objectives at risk. Management attention is required.
Limited Assurance	There are significant control weaknesses which put the service or system objectives at risk. If unresolved these may result in error, abuse, loss or reputational damage and therefore require urgent management attention.
No Assurance	There are major weaknesses in the control environment. The service or system is exposed to the risk of significant error, abuse, loss or reputational damage. Immediate action must be taken by management to resolve the issues identified.

Recommendation ratings

Risk rating	Definition
Priority 1	A high priority finding which indicates a fundamental weakness or failure in control which could lead to service or system objectives not being achieved. The Council is exposed to significant risk and management should address the recommendation urgently.
Priority 2	A medium priority finding which indicates a weakness in control that could lead to service or system objectives not being achieved. Timely management action is required to address the recommendation and mitigate the risk.
Priority 3	A low priority finding which has identified that the efficiency or effectiveness of the control environment could be improved. Management action is suggested to enhance existing controls.