

# BRIDGEND COUNTY BOROUGH COUNCIL

## REPORT TO AUDIT COMMITTEE

16<sup>th</sup> July 2009

### REPORT OF THE HEAD OF HUMAN RESOURCES

#### INTERNAL AUDIT REPORT ON CRB FUNCTION – 6 MONTHS UPDATE

**1. Purpose of Report.**

Internal Audit presented its report on the Human Resources Criminal Records Bureau function to Audit Committee on the 19<sup>th</sup> November 2008. Members of the Audit Committee requested that they be provided with an update following a 6 month period.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

To assist the Authority meet its responsibilities in relation to adult and child protection

**3. Background.**

The Human Resources Service Unit undertakes Criminal Records Bureau checks on all Bridgend County Borough Council employees whose posts require a CRB check and also undertakes checks on behalf of Transportation and Taxi Licensing. At their meeting on the 19<sup>th</sup> November 2008 members of the Audit Committee were guided through the audit report on the CRB function and received responses to specific queries raised.

**4. Current Situation.**

The following chart illustrates the recommendations from the audit report's Management Action Plan that required further attention. Management comments have been updated to reflect the progress made and the current position.

Recommendation	Management Responses	Target Date
2. Management should implement a strategy / action plan to ensure the CRB Team meets the future needs of forthcoming legislation and the needs of Directorates including re-checks.	The ISA start date is now incremental from October 2009 onwards and when full details of the implementation are available, a strategy/action plan will be finalised.  Reports have been developed to identify the future work programme for rechecks.	30 <sup>th</sup> September 2009
4. Systems should be introduced within the CRB team to inform managers when checks have been completed and an employee is allowed to commence work.	An ICT system advising managers of the outcome of CRB Disclosure has been developed.	31 <sup>st</sup> December 2008 Achieved

<p>4. (Cont.) All managers should be reminded of the requirement instructed by CMB to not allow an employee to commence in post prior to pre employment checks being carried out. In the unlikely event that there is a need to deviate from this requirement the recruiting officer will require authorisation from the Head of Human Resources.</p>	<p>Managers are continuously reminded of their responsibilities in relation to CRB for the recruitment of staff. The situation within school based settings is being addressed through the work of the Schools/HR User Group. The implementation of the Vetting and Barring Scheme will have a greater impact on this practice due to the serious consequences of non compliance.</p>	
<p>5. Management should ensure that staff who require a three yearly CRB recheck as part of a legislative requirement should receive priority</p>	<p>Priority lists have been finalised for those staff requiring a recheck as part of the legislative requirement. This piece of work will be completed by 31<sup>st</sup> August 2009.</p>	<p>31<sup>st</sup> December 2008</p>
<p>6. Management should ensure there are no supply teachers working without CRB checks in place and that school staff have a completed CRB application accompanied by a signed pro-forma before employment begins (this should include a review of previous applications).</p>	<p>Supply teachers have commenced employment with a CRB check undertaken by GTC. Arrangements are being made for these staff to have a second check with BCBC</p> <p>The Human Resources Service Unit has begun a series of CRB and ISA Consultation sessions with Headteachers (Primary and Secondary) to raise awareness of the significance of not obtaining CRB Checks on school based staff prior to them commencing work.</p>	<p>31<sup>st</sup> March 2009</p>
<p>7. The CRB team manager should contact BCBC IT to discuss a data migration solution for the previous CRB database.</p>	<p>The ICT Department has concluded engineering work on the existing CRB Database.</p>	<p>1<sup>st</sup> December 2008. Achieved</p>
<p>9. Management should review the arrangement with Trinity sitting service to formalise CRB provision and ensure compliance with BCBC CRB policy</p>	<p>Work has been undertaken to obtain umbrella body status and this requires further attention to be finalised</p>	<p>31<sup>st</sup> March 2009</p>

11. Management should set target times for processing applications that meet the demands of the service. Monitoring should take place to ensure the achievement of the target set	Arrangements are in place to ensure checks are undertaken in a timely manner. Reports have been developed to monitor this.	1 <sup>st</sup> January 2009 Achieved
12. Management establish a CRB cost/performance monitoring programme	Work has been ongoing with Finance to establish a central CRB budget. Further work is needed to determine the amount that each Directorate contributes	1 <sup>st</sup> April 2009
13. Management should consider the supervisor reviewing a sample of the work of the CRB team for accuracy and consistency  A quality control system should be introduced to ensure documentation is controlled and where necessary reviewed	Reports are received from CRB which identify error rates. These reports assist the supervisor to monitor compliance	1 <sup>st</sup> January 2009
14. Management should ensure that the definitive job list is reconciled against members of staff who currently do not have CRB checks who may have been overlooked initially	A full view of all posts within each Directorate has been undertaken. This will be finalised once the new structures have been implemented	1 <sup>st</sup> January 2009
15. The CRB team should ensure there are no orphan files left with Adult /Children's services post CRB centralisation	Progress has been made and a number of files have been returned. Following the Directorate split in these areas a final check needs to be made. This can be concluded end of July 2009	1 <sup>st</sup> January 2009

**5. Effect upon Policy Framework & Procedure Rules.**

There is no effect upon the Policy Framework / Procedure Rules

**6. Legal Implications.**

There are no legal implications

**7. Financial Implications.**

There are no financial implications

**8. Recommendation.**

That the contents of this report be noted.

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**Background documents**

Internal Audit Report of the CRB Function, November 2008