

Bridgend County Borough Council –Recommendation Monitoring

Outstanding Recommendations Made in 2023/24

Audit	Final Report Date	Recommendation	Category	Agreed Action	Agreed Date	Current Position	Responsible Officer
Temporary Housing Solutions	24/08/23	Bed & Breakfast and Guest Houses used for temporary accommodation should be risk assessed individually to confirm they are suitable and in line with the legislation. The risk assessments should be completed/updated at least annually or when changes are known. This should be held under the relevant accommodation on the Housing Jigsaw system and shared with all staff who are responsible for the placement of TA to clients.	Medium	Whilst we can assess the Guest Houses, we will need to investigate how we can record the outcome on the Housing Jigsaw system. The system doesn't currently allow for this. If this cannot be modified as it is an 'off the shelf' system, we will create a record which will be saved on a shared drive which is accessed by all staff.	01/12/23	Awaiting an update	Housing Solutions Manager
Abercerdin Primary School Follow-up	08/09/23	The Governing Body should be updated on the closure of the Private Fund and receive periodic updates on the Private Fund, at least on an annual basis. This documented clearly in the meeting minutes.	Medium	Agreed -no comment	30/09/23 <u>Revised</u> 30/11/23	Paperwork prepared but due to unforeseen circumstances the Governing Body meeting was delayed so awaiting an update from the school	Headteacher
		As recommended in the previous audit, the £45,000 paid from the private fund to the PTA account is transferred to budget for the upcoming building work. The school should liaise with the	Medium	Agreed -no comment	30/09/23 <u>Revised</u> 30/11/23	Discussions due between the school and the BCBC Finance team, awaiting an update	Headteacher

Audit	Final Report Date	Recommendation	Category	Agreed Action	Agreed Date	Current Position	Responsible Officer
		School Finance Team regarding this.					
		The Governing Body should ratify all policy documents adopted at the school, recording decisions explicitly within meeting minutes. If the Governing Body delegate this function to a committee, the delegated powers and function of such committee should be agreed and formally documented in a terms of reference.	Medium	Clerk to ensure minutes are distributed in Governing Body meeting. Clerk to amend terms of reference prior to first Governing Body meeting of 2023/24 to reflect policy committee.	30/09/23 Revised 30/11/23	Paperwork prepared but due to unforeseen circumstances the Governing Body meeting was delayed so awaiting an update from the school	Clerk to the Governing Body
School Vehicles - CCYD	15/09/23	Staff driving licences are reviewed to ensure they are in date and have the correct category to allow the school vehicle to be driven taking into account its weight. This process should be repeated regularly, and detailed evidence retained.	High	All driving licences are currently being collected in, all drivers will have to produce a DVLA code annually to show clean licence, updated annually.	30/09/23	Assurance being sought from the school that this has been addressed	Operations Manager - CCYD
		A School Minibus Policy is put in place and agreed by the Governing Body.	Medium	Contacting Judicium for policy.	31/10/23	A request made to the school for a copy of the agreed policy	Operations Manager - CCYD