

Bridgend County Borough Council –Recommendation Monitoring

Recommendations Made Prior to 2023/24 With Future Target Dates

Audit	Final Report Date	Recommendation	Category	Agreed Action	Agreed Date	Current Position	Responsible Officer
Cyber Security	2/09/22	The Council considers further structured reporting to CMB (potentially utilising performance indicators and suitable metrics) in order to continually improve upon the need for regular, relevant, high-profile reporting on cyber threats to senior management.	Medium	<u>Jan 2024 - CISO not appointed so a Revised Action agreed</u> As structured reporting to CMB was an action to which the appointment of a CISO was aligned, an alternative approach will now need to be considered.	30/04/24	The Auditor is going to provide some information relating to the National Cyber Security Centre (NCSC) Board Toolkit which will be considered going forward.	Head of Partnership Services
		Cyber security is further highlighted within Council strategy and plans as a reflection of its importance to the ongoing achievement of the Council's objectives.	Medium	<u>Jan 2024 - CISO not appointed so a Revised Action agreed</u> This will be considered as part of the new Digital Strategy.	31/03/25	Work is ongoing for the Digital Strategy to reach final publication stage, draft should be available halfway through the year and final by the end of 2024/25	Head of Partnership Services
		The Council introduces a record of the cyber risks faced by the Council, along with how they are analysed, assessed, prioritised and managed.	Medium	<u>Jan 2024 - CISO not appointed so a Revised Action agreed</u> Agreed	31/03/24	The Auditor will provide details from the NCSC which will assist.	Head of Partnership Services
		The Council compiles an Incident Response Plan/Procedure relevant in the event of cyber-attack. This is periodically tested with buy-in from across the organisation and periodically updated.	Medium	<u>Jan 2024 - CISO not appointed so a Revised Action agreed</u> Agreed	31/03/24	The Auditor will provide details from the NCSC which will assist.	Head of Partnership Services
		The current e-learning is enhanced to include cyber security. Training is to be refreshed from time-to-time so that officers Council-wide can continue to refresh their	Medium	<u>Jan 2024 - CISO not appointed so a Revised Action agreed</u> Identified training tools, CMB will need to approve the financial spend.	30/04/24	Ongoing discussions	Head of Partnership Services

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		knowledge and understanding of cyber-attack methods and how to spot them.					
iTrent System	5/11/21	The Council completes a new network connection agreement with the iTrent supplier.	Medium	Will send iTrent Supplier a BCBC External End User Agreement for sign up.	31/12/21 <u>Revised</u> 1/10/22 31/01/23 14/07/23 30/09/23 31/01/24	BCBC ICT have been trying to get the agreement signed by the supplier. Meeting being arranged. A draft agreement has been created and is with the Supplier for signing.	Systems Manager
Tynyrheol Primary School	16/01/23	A Management Committee is established for the administration of the Private Fund. The signatories of the bank account are amended in line with the new roles established and the Governing Body are informed accordingly	Medium	A Management Committee for Private Fund be created and presented to the Governing Body on March 13 th 2023	28/02/23 <u>Revised</u> 30/09/23 31/01/24	Vacant Senior Admin role has delayed implementation of these recommendations. New appointment made and due to start in January 2024	Headteacher
		The purpose for the £1,000 received into the Private Fund is identified and all appropriate income is transferred to the school's main budget as soon as possible	Medium	Senior Admin Officer to identify what the paid in amount relates to and then transfer it to the correct account.	28/02/23 <u>Revised</u> 30/06/23 31/01/24	As above	Headteacher
		The Private Fund is independently audited and all findings reported to the Governing Body.	Medium	Interim Executive Headteacher to present audited accounts to the Summer Term full Governing Body meeting for the financial year 22/23.	28/02/23 <u>Revised</u> 30/06/23 31/01/24	As above	Headteacher

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Home To Work Mileage in Council Vehicles	27/01/23	A corporate policy is developed in relation to the use of Council vehicles	Medium	Agreed that a Corporate Policy is to be developed on the use of corporate vehicles. To complete this task will require support from Human Resources, Fleet Services as well as the representative departments of BCBC. The process will involve research, drafting, sign off, consultation and approval. As such any timescale is speculative but could be deliverable in 7 months	30/09/23 Revised 31/03/24	Delays due to other pressures. Policy to be discussed with Human Resources & Health and Safety	Group Manager Highways and Green Spaces as Lead officer
		Where there is a possible requirement to take a vehicle home, a business case should be presented and authorised at the appropriate level.	Medium	This should be addressed within the policy referenced above	30/09/23 Revised 31/03/24	As above	As above
Climate Change & Energy Efficiency	17/02/23	The climate change training should be finalised and implemented across the Council. Completion rates should be monitored, and feedback obtained to ensure it is effective.	Medium	Agree a plan and start to implement Carbon Literacy training in line with Initiative CM4 in Action Plan 1 – Carbon Management.	31/12/23 Revised 31/01/24	Evidence of implementation to be provided	Group Manager - Economy, Natural Resources & Sustainability.
Vehicles Fuel Management	17/05/23	A corporate review of fuel cards should be undertaken to determine the following: <ul style="list-style-type: none"> • A procurement arrangement that ensures best value for money • Business cases for current/potential fuel cards 	Medium	Agreed	30/09/23 Revised 31/01/24	Delays due to work pressures so revised date provided	Group Manager – Business Support

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		<ul style="list-style-type: none">Central guidance for all fuel card users that includes areas such as individual card user responsibilities, card security, document retention and monitoring of usage					