

## Limited Assurance Reports – Updates

### Security and Access to Council Buildings

Item No.	Recommendation outstanding	Action to date	Action(s) to be completed	Date for completion
1	A review of the access levels currently allocated is undertaken and staff are only given access to the buildings required for their roles.	<p>A review of the central corporate electronic access system has been undertaken to ensure buildings not in use or where access is not required has been undertaken.</p> <p>Where known, access permissions have been changed.</p>	<p>A process will be established whereby iTrent will require managers to identify staff working locations in order that access can be restricted.</p> <p>A system allowing this data to be collected and collated for all existing staff will be implemented. On completion of this exercise all existing access records will be updated/restricted.</p>	January 2025
2	A copy of the existing contract is obtained or an up to date contract is put in place with the provider of the security services which complies with Council Contract Procedure Rules.	<p>A reactive keyholding arrangement is in place.</p> <p>Steps are being taken to review and renew this arrangement in line with CPRs.</p>	Review scope of works for this keyholding arrangement to ensure a new compliant contract is in place.	January 2025
3	Leavers access to council buildings is removed promptly on receipt of the Trent	Leavers identified via the Trent system are now	On-going annual audit of the system will be undertaken to ensure all	Initial exercise completed.

	report and a reconciliation is undertaken at least annually.	removed promptly.	leavers access permissions are removed.	Ongoing annual reviews.
4	Using the expiry date option on the access system is investigated and if viable is consistently used with realistic end dates.	Instructions provided to the access control system administrators to ensure the expiry date system option is used and no more than 12 months access is provided to any temporary or agency staff member.	A review of all staff access control expiry dates to be completed to ensure consistency and to establish an appropriate review period.	Initial recommendation completed.  Further review and changes to be made during 24/25
5	Clear and regular instructions are provided to Managers about the collection of ID cards for Agency and Shared Service staff as well as BCBC staff.  A clear place of return is also identified and all staff notified of this.	The Personnel Authorisation Form and Termination Checklist has been amended to ensure managers and leavers understand where they are to leave / hand in their cards at termination of employment.	Reminder to all managers to ensure the Termination checklist is completed and specifically that access cards are collected and handed back to the Digital Office.	Initial recommendation completed.  Frequent messaging to managers via the Bridgend System to be implemented in September and repeated at regular frequencies as required.
6	The number of System Administrator are regularly reviewed and updated to ensure only a limited number of staff can amend access rights to buildings.	Following an initial review of system administrators resulting in a reduced number of administrators from 22 down to 6.	A process of regular administrator reviews will be undertaken to ensure only a limited number of staff can amend access rights.	Initial recommendation completed.  On-going quarterly reviews established.

## Adult Placement / Shared Lives

Item No.	Recommendation outstanding	Action to date	Action(s) to be completed	Date for completion
1	In line with the Regulations, actions are taken by Bridgend County Borough Council to ensure that individuals are supported to safely manage their finances	An additional post has been funded by BCBC in the finance safeguarding team to enable BCBC to undertake the role of appointee. The new post holder commenced June 24.	No outstanding actions	Completed
2	Budgetary approval should be built into the process of paying hosts by Bridgend County Borough Council. This will ensure spending is within approved delegated limits and provide officers within the process a level of protection through an adequate segregation of duties	The Group Manager now authorises host payments in accordance with delegated approval limits. Bridgend County Borough Council to ensure processes are transparent and understood by all officers.	No outstanding actions	Completed