WIRRAL COUNCIL

AUDIT & RISK MANAGEMENT COMMITTEE - 27 SEPTEMBER 2007

REPORT OF THE DEPUTY CHIEF EXECUTIVE/DIRECTOR OF CORPORATE SERVICES

# OFFICE SECURITY
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## 1.    EXECUTIVE SUMMARY
1.1    At the last meeting of the Audit & Risk Management Committee a report on Office Security was considered.  It was agreed that I present a further report to the next meeting of this Committee with regard to timescales for the implementation of the required works.  This report sets out progress to date.


## 2.    Current Situation
2.1    At the last meeting Committee considered an internal audit report on the issue of building security.  This report contained a number of recommendations.  A copy of this report is attached as Appendix 1.  The current situation is set out in the following sections of the report.

2.2    The Health & Safety Fire Policies are being updated and Fire risk assessments are being carried out on a regular basis.  Fire assembly points are being reviewed and buildings have valid Fire Certificates and have Bomb Incident Plan in place.  We are in the process of checking that all fire alarms are connected to an appropriate service and guidance relating to ensuring that fire doors are not held open has been issued.

2.3    Training for Complex Managers is on going under the direction of Mark Camborne Corporate Health Safety & Resilience Manager and includes various topics such as Fire Warden training, First Aid training, training in the use of Evac Chairs etc.

2.4    Complex Managers meet regularly at the Cheshire Lines Building and the meetings are chaired by Jeff Sherlock Asst Director Design Consultancy (Technical Services department).  A standard agenda item is 'Complex Security'.  These meetings are the forum for managers to highlight areas of concern in relation to any building, and its operational function, the meeting considers matters such as security, building maintenance, energy conservation, adherence to legislation and updates on the audits of the Legislative Compliance Officer.  Managers are also encouraged to submit details of any schemes that are beyond their own budgetary constraints for consideration for inclusion on the Authorities Planned Maintenance Programme.

2.5    We are awaiting further audit details of complexes to ascertain a more accurate idea of potential cost to implement recommendations in relation to 'Building Security' and this will be subject to a separate report at a later date.  We have recently authorised the installation of CCTV cameras at the Wallasey Complex and at present are working up detailed budget costs for CCTV installation at the Solar and Bebington complexes.

2.6    A Complex Managers Handbook is about to be issued and will provide advice on a wide range of issues.  It will require all complexes to have a written security policy and

provides advice on what this policy will cover.  It also addresses the issues raised in the Audit report at 2.5.1 to 2.5.6 inclusive and 2.5.8, 2.5.10, 2.6.1, 2.6.3 and 2.6.4

2.7     Item 2.6.6 of the Audit report required that all buildings should operate safely in the event of a power failure, such as automatic doors fail safely and emergency lighting is suitable and sufficient.  Checks are currently taking place on this and the back up arrangements in respect of IT.

2.8     Items 2.6.7 to 2.6.10 inclusive of the Audit report have been addressed via complex managers amending/introducing procedures to comply with the recommendations.  Item 2.6.12 is being addressed through the Handbook.

2.9     All other outstanding recommendations will be discussed and action dates agreed at the next Complex Managers meeting.


**3.      Financial implications**
3.1     These will have to be contained within existing revenue and capital budgets


**4.      Staffing implications**
4.1     No additional staffing implications


**5.      Equal Opportunities implications**
5.1     It is important that all buildings are safe for everyone.


**6.      Community Safety implications**
6.1     Security is an important Community Safety consideration.


**7.      Local Agenda 21 implications**
7.1     No direct implications.


**8.      Planning implications**
8.1     Some of the planned works may require planning approval.


**9.      Anti-poverty implications**
9.1     No direct implications.


**10.    Human Rights implications**
10.11   No direct implications


**11.    Social Inclusion implications**
11.1    No direct implications

## 12.    Local Member Support implications
12.1   No direct implications


## 13.    Background Papers
13.1   None


## 14.    RECOMMENDATIONS

1.      That the report be noted and a further report be presented to this Committee at the earliest possible opportunity.




**J. WILKIE**
Deputy Chief Executive/Director of Corporate Services