

AUDIT AND RISK MANAGEMENT COMMITTEE

28 JUNE 2007

REPORT OF THE DIRECTOR OF FINANCE

OFFICE SECURITY

1. EXECUTIVE SUMMARY

- 1.1. This report summarises the work undertaken by Internal Audit to evaluate the adequacy of building security arrangements in operation at all of the major office complexes

2. INTERNAL AUDIT WORK COMPLETED AND FINDINGS

- 2.1. An audit review was completed following a request from the Chief Executive to evaluate the adequacy of the building security arrangements in operation at all of the major office complexes of the Council.
- 2.2. The work undertaken involved evaluating the adequacy of existing policies, procedures and physical security arrangements. This incorporated buildings access and controls for staff and visitors as well as for contractors and vendors. Other areas examined included emergency procedures, security training and staff working outside of the office. Processes relating to identity cards, assets and incident recording were also examined.

The audit was conducted utilising the following methods:

- Discussions with Chief Officers, complex managers, and staff from within all departments concerning current policies, procedures and arrangements in place.
- Extensive research concerning legislative requirements and current best professional practice including consultation with other Local Authorities and organisations regarding their procedures and policies.
- Utilisation of staff questionnaires and site visits to verify compliance with existing policies and procedures.
- Examination of appropriate documentation and observation of relevant working practices.

- 2.3. The findings of the work undertaken indicate that control over buildings security at all of the major complexes is currently 'less than satisfactory' due to a number of fundamental issues identified during the audit and in reports for managers that include:
- a. None of the complexes visited possessed a documented security policy identifying procedures to follow including individual staff responsibilities.
 - b. Risk assessments including fire, health and safety, and bomb threats were not always being performed regularly.
 - c. It was not always possible to identify if burglar alarms were being tested regularly or were adequate.
 - d. Many of the systems in operation for controlling access and identity cards were not adequate.
- 2.4. Individual reports have been prepared for Chief Officers and individual Complex Managers in all departments identifying actions required to immediately improve existing systems within an agreed timescale. In addition, a summary report has been prepared for the Chair of the Complex Managers Group that identifies all of the recommendations required to implement current professional best practice (Appendix 1).

3. FINANCIAL AND STAFFING IMPLICATIONS

- 3.1. There are none arising from this report.

4. LOCAL MEMBER SUPPORT IMPLICATIONS

- 4.1. There are no local member support implications.

5. LOCAL AGENDA 21 STATEMENT

- 5.1. There are no local agenda 21 implications.

6. PLANNING IMPLICATIONS

- 6.1. There are no planning implications.

7. EQUAL OPPORTUNITIES IMPLICATIONS

- 7.1. There are no equal opportunities implications.

8. COMMUNITY SAFETY IMPLICATIONS

- 8.1. There are no community safety implications.

9. **HUMAN RIGHTS IMPLICATIONS**

9.1. There are no human rights implications.

10. **BACKGROUND PAPERS**

10.1 Internal Audit Plan 2006/07.

11. **RECOMMENDATION**

11.1 That the report be noted.

IAN COLEMAN
DIRECTOR OF FINANCE

FNCE/134/07