Commercial Crime Protection Proposal Form – Insurance renewal 2022

Supplementary Information Sheet

Page 2 - question 3 Website information

Externally Hosted

- www.belfastcity.gov.uk
- Nihmo.belfastcity.gov.uk
- search.belfastcity.gov.uk
- www.iccbelfast.com (You should contact Alan Reilly to ensure all the websites supported ICC are included alanreilly@waterfront.co.uk they may have other sites for ticketing, payments etc… We have no visibility of these)
- www.waterfront.co.uk (See above)
- www.ulsterhall.co.uk (See above)

Internally Hosted

- www.malonehouse.co.uk
- www.belfastcastle.co.uk
- www.tobaccoregister.gov.uk
- Dam.belfastcity.gov.uk (Digital Asset Management)
- Dof.belfastcity.gov.uk, ssl.belfastcity.gov.uk, dof.belfastcity.gov.uk, online.belfastcity.gov.uk (Online forms)
- eSafety.belfastcity.gov.uk (Health and Safety system)
- minutes.belfastcity.gov.uk (Minutes system)
- yoursay.belfastcity.gov.uk (Consultation Hub)

Page 4 – question 3b

Recommendations from the Council's external auditor (the Northern Ireland Audit Office) have either been implemented in full or are in the process of being implemented. Progress regarding the implementation of actions arising from external audits are reported regularly to Chief Officers via the Council's Audit Assurance Board or Members via the Audit and Risk Panel. An audit validation exercise of high priority actions has recently been completed in August 21 with the outcome reported to the Assurance Board and Audit & Risk Panel in September 21 . The next validation exercise will take place during January 22 and reported to the Assurance Board and Audit & Risk Panel in Feb / March 22.

Page 5 - question 3d and e

The Council's Internal Audit team (Audit, Governance and Risk Services) on an annual basis develops a risk based strategy and plan. The plan sets out the areas of audit coverage for that particular year. The plan for 22 / 23 will be developed using a number of assessment criteria and presented for approval to council following a period of consultation with relevant senior management. The implementation of the audit plan is supplemented with work to implement the council's risk strategy for the organisation, implementing actions arising from a review of the council's corporate fraud risk assessment, as well providing advice and guidance on any changes to processes, including those amended in response to the pandemic. The audit plan is reviewed

throughout the year and can be revised to ensure sufficient coverage of key risk areas, including risks relating to finance, electronic data processing and cash management.

AGRS has a well-established procedure for following up on the implementation of audit actions arising from both internal and external audits. We input and monitor the progress of audit actions / recommendations arising from internal and external audits onto a system called Pentana (previously MKinsight). As described above we periodically undertake validation exercises on the progress management are making to implementing agreed actions. The outcome of these validation exercises are reported to senior management and members.

Internal audit undertakes an annual exercise to observe the year end stock taking process at Duncrue, including compliance with stock take procedures.

Page 5 – question 4c. ii

The councils vetting procedure for new suppliers depends on the value of the supplies/services required and whether the supplies/services are to be purchased through a tender process such as under public procurement legislation. The procurement process for goods and services is overseen by the council's Commercial & Procurement Services, and procurement of works is managed by the council's Project Management Unit who works closely with all departments to provide advice and guidance.

The council has well documented procedures laid down in various procurement documents, including its accounting manual, for purchasing, appointment of suppliers and monitoring of the procurement process.

The council does not hold a preferred list of suppliers for issuing tenders to. All tenders are publicly advertised or frameworks used

Designated officers within each council department will have authority to appoint new suppliers and in the case of larger contracts awarded through a tender process the appointment must be by the director of the relevant department.

Page 6 – question 5b

i. References are sought for all posts graded SO1 and above (which are being filled by employees who are new to BCC). References may also be sought, at the department's request, for posts below this grade. The council seeks two written references, both references should be either the current or previous employers (if two previous employer references aren't available we may accept a personal reference in place of one of them). Both referees should be able to comment on the individual's ability to carry out the particular tasks of the job and are nominated by the applicant on their application form. These are obtained directly from the referees. We accept an employer's reference from any previous employer, not just form the applicant's current or immediately preceding post. References do not need to cover the 3 year period immediately preceding employment.

ii. The council only seeks written references.
iii. Not a council requirement to take 2 weeks uninterrupted leave

Page 7 – question 7b (iv)

If you use your own web server: does it alert you to and log any intrusion attempts – No
This question is in relation to the web server, however, we have other intrusion prevention technology in place that does.

Page 8 – question 10d

Regular attempts are made by external parties to hack systems and introduce malware. We protect our systems with dual skinned firewalls, Web application firewall, automatic scanning, intrusion prevention email and spam filtering. We have in place a Security Incident and Event Management system (SIEM)