

AUDIT COMMITTEE

15TH DECEMBER 2017

MUSEUMS ACTION PLAN UPDATE

Purpose:

To note the progress in implementing the Action Plan

Recommendations / key decisions required:

To approve progress and the continued work objectives.

Reasons:

A quarterly progress report was requested in the Audit Committee meeting on 24th March 2017

Relevant scrutiny committee to be consulted N/A

Exec Board Decision Required N/A

Council Decision Required N/A

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. Peter Hughes-Griffiths

Directorate: Communities

Name of Head of Service:

Ian Jones

Report Author: Ian Jones

Designations:

Head of Leisure

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EXECUTIVE SUMMARY AUDIT COMMITTEE

15TH DECEMBER 2017

MUSEUMS ACTION PLAN UPDATE

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The attached action plan summarises the agreed work and progress to date by the Museums Team to improve its processes following the Internal Audit Summary presented to the Audit Committee meeting on 24th March 2017.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	Yes	Yes	Yes	Yes	Yes	Yes

1. Legal

Appropriate advice is now being sought from Legal, Property Management, Finance, Health & Safety, Internal Audit and Risk to ensure revised procedures are legally compliant.

2. Finance

Significant focus of review to ensure that Financial Procedure Rules are fully complied with.

3. ICT

New technology to be introduced where this improves control.

4. Risk Management

Increased focus on evaluating exposure to risk and addressing weaknesses identified.

5. Staffing Implications

Action Plan addresses concerns identified re recruitment and safety of staff.

6. Physical Assets

Leisure to work closer with Environment Department to ensure proper arrangements for maintenance and control of physical assets.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

1. Scrutiny Committee

N/A

2. Local Member(s)

N/A

3. Community / Town Council

N/A

4. Relevant Partners

N/A

5. Staff Side Representatives and other Organisations

N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Internal Audit Summary Report re Museums Action Plan		Audit Committee Meeting Agenda and Minutes - March 2017