

# AUDIT COMMITTEE

13<sup>TH</sup> JULY 2018

## 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 24<sup>th</sup> March 2017, which was then reduced to every 6 months.

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 – Culture, Sport and Tourism

**Directorate:** Communities

**Name of Head of Service:**

Ian Jones

**Report Author:** Ian Jones

**Designations:**

Head of Leisure

**Tel Nos.** 01267 228309

**E Mail Addresses:**

IJones@carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

## AUDIT COMMITTEE

13<sup>TH</sup> JULY 2018

### 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 24<sup>th</sup> 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
<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

### 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:**

N/A

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