

AUDIT COMMITTEE

28TH SEPTEMBER 2018

LLANELLI LEISURE CENTRE ACTION PLAN UPDATE

Purpose: To note the progress in implementing the Llanelli Leisure Centre Action Plan

RECOMMENDATIONS:

To approve progress and continued work objectives

REASONS:

A further progress report was requested at the 15th December 2017 Audit Committee.

Relevant scrutiny committee to be consulted: Not applicable

Exec Board Decision Required

NA

Council Decision Required

NA

Directorate: Communities

Name of Head of Service:

Ian Jones

Report Author:

Steve Owens

Designations:

Head of Leisure

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**EXECUTIVE SUMMARY
AUDIT COMMITTEE
28TH SEPTEMBER 2018**

LLANELLI LEISURE CENTRE ACTION PLAN UPDATE

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The attached Action Plan summaries the agreed work and progress to date by the Llanelli Leisure Centre Management Team to improve its processes following the Internal Audit Summary presented initially to the Audit Committee in December 2017. A more recent Audit Report has been undertaken at the facility.

The Internal Audit highlighted a total of five areas with one being one star (minor issues) and three being two star (Control issues required to strengthen existing procedures) and one being three star issue (To ensure adequate control measures are introduced as a matter of urgency). All of these issues are now being actioned.

The Improvements required in order to demonstrate a better standard of control over the centre's facilities in particular relate to:

- Improved procedures for the payment of staff;
- Improved booking procedures;
- Improved stock recording and reconciliation procedures;
- Compliance with the requirements of Financial Procedure Rules;
- Improved procedures for income collection and recording.

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 NONE	Legal NONE	Finance YES	ICT YES	Risk Management Issues NONE	Staffing Implications YES	Physical Assets NONE

	1. Finance Significant focus of review to ensure that Financial Procedure Rules are fully complied with.
	2. ICT New technology is being introduced to improve standards and consistency.
	3. Risk Management Issues Increased focus on evaluating exposure to risk and addressing weaknesses identified.
	4. Staffing Implications The Action Plan has addressed concerns identifies especially with regards to recruitment and the safety of staff members.

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 Not applicable. 2. Local Member(s) Not applicable. 3. Community / Town Council Not applicable. 4. Relevant Partners Not applicable. 5. Staff Side Representatives and other Organisations Not applicable.
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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 – Llanelli Leisure Centre and Draft Action Plan 2016/17		\\ntcarmcc\cfp\Leisure & Culture\Sport & Leisure\04 South Area\01. LLC\05 Finance & Admin\13. AUDIT\LLC Draft Report 2016 17 v2.docx
Internal Audit Summary Report – Llanelli Leisure Centre and Draft Action Plan 2017/18		\\ntcarmcc\cfp\Leisure & Culture\Sport & Leisure\04 South Area\01. LLC\05 Finance & Admin\13. AUDIT\Submission Audit AP - 2017-18\Llanelli Leisure Centre Report 1718.docx