

DEPARTMENT Communities	AUDIT REVIEW Museums	AUDIT REF 5415002
PLANNED DAYS 8	ACTUAL DAYS 8	Frequency of Audit

Background

There are five Museums located around Carmarthenshire – Carmarthenshire County Museum, Carmarthen Town Museum, Parc Howard Museum, Kidwelly Industrial Museum and Pendine Museum of Speed, all of which display various artefacts from Carmarthenshire's varied past. The museums receive artefacts from public donations and also purchase specific items. The approved net budget for 2015/2016 for Museums was approximately £513k and for 2016/2017 approximately £554k.

Scope

The review covered the controls and procedures in operation to assess the extent to which adequate arrangements exist for the safeguard of the Authority's assets.

General Opinion

The systems within the Museum Service have been assessed as being of medium risk to the Authority due to the value, both historic and monetary, of the artefacts in its possession.

The 2015 / 2016 Internal Audit review identified concerns in the way that assets were being managed and administered. It is acknowledged that many of the weaknesses could be attributed to the lack of resources and the poor facilities available for the safe storage of assets however, it was not possible to place assurance that appropriate arrangements were in place to safeguard the Authority's assets. The review was therefore reassessed as being of high risk to the Authority. The main areas of concern were as follows:

- a lack of a comprehensive up to date inventory of assets;
- delay in the full implementation of the computerised system CALM, currently there are three methods of recording items in use, none of which is complete and up to date;
- a lack of adequate documentation available to support loan items;
- a lack of adequate insurance arrangements.

During 2016 / 2017, a follow-up review was undertaken and whilst it was identified that many of the issues remained outstanding it was noted that a significant amount of work had been undertaken to put actions in place that will ultimately ensure that the issues are addressed over time. In particular:

- a bid is to be submitted to Risk Management to fund a 9 month documentation Assistant post to complete the transfer of information onto the CALM system;
- progress is being made to appoint the vacant Conservation Officer post which will have shared responsibility for collections management and emergency planning;

- a formal expression of interest has been submitted to the Heritage Lottery Fund in order to address the museums' poor storage facilities;
- it is intended to submit a bid to Welsh Government for funding to commission a security survey. This information will be used to draw on internal and external expertise to provide valuations of items and identify risks to collections. This will ensure appropriate measures to manage risk and insurance cover are put in place;
- all loan documentation is currently being reviewed, investigated & addressed where needed and subsequently updated. The procedural manual will be updated with the full loan process. This Procedural Manual is currently being revised and will form part of the museum accreditation process undertaken by Welsh Government

RECOMMENDATIONS		OVERALL ASSURANCE
Priority 1- Fundamental Weaknesses	3	LOW
Priority 2 – Strengthen Existing Controls	2	
Priority 3 – Minor Issues		