

AUDIT COMMITTEE

1ST JULY 2019

CARMARTHENSHIRE MUSEUMS ACTION PLAN UPDATE

Purpose: To note the progress in implementing the Carmarthenshire Museums Action Plan

RECOMMENDATIONS:

To approve progress and continued work objectives

REASONS:

- The Audit Committee meeting of 13 July 2018 unanimously resolved that a further report should be received in 12 months.
- This report provides a June 2019 update on the 2016/17 Museum Service Action Plan, which has been previously been presented for review on December 2017 and June 2018.

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

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Designations:

Head of Leisure

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EXECUTIVE SUMMARY
AUDIT COMMITTEE
1st July 2019

CARMARTHENSHIRE MUSEUMS ACTION PLAN UPDATE

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The attached Action Plan provides a current review of progress within Carmarthenshire Museums to address a number of improvements first identified during the 2016/17 Internal Audit report. Subsequent Internal Audit reviews have acknowledged efforts and the positive progress made by the service to overcome shortcomings within the resources currently available.

This June 2019 progress report comes at a time of unprecedented development and change within the Museum Service. It is on a journey of transformation and where long-standing issues relating to collections management standards cannot be improved within the current service infrastructure, this action plan demonstrates that an ambitious strategy is being progressed to address these through a major Collections & Conservation Centre project.

Where improvements can be made against the action plan, these tasks are typically now recorded as 'completed'. Where tasks are identified as 'in progress', these predominantly require resources beyond the current capacity of the service and it is proposed that many of these could be address within the major project. These include:

- Identifying a solution to the Museum Service storage crisis – and now delivering that solution;
- Photographing all assets (42,500 individual objects) and uploading images to the collections management database;
- Undertaking a transparent, ethical and fully documented collections rationalisation programme;
- Physically checking and recording every artefact, for which a comprehensive catalogue first needs to be in place;
- Providing valuations for the higher value items within the collection, and a solution to valuing the remainder of the collection.

Other 'in progress' actions largely relate to the Museum of Speed development, which is a major capital new-build scheme, and are anticipated to be completed within the current financial year in line with the museum programme.

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	NONE	YES

1. Legal

Appropriate advice 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 Issues

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

5. 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

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.

**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 – Museums – Final Report 2016/17		\\ntcarmcc\cftp\Leisure & Culture\Cultural Services\Museums\Museums General\Audit\Audit 2016-17\Final Report 16-17 Museums.docx
Internal Audit – Summary Review 2018/19		\\ntcarmcc\cftp\Leisure & Culture\Cultural Services\Museums\Museums General\Audit\Audit 2018-19\Museums Report 18-19.docx
June 2019 Progress Review – Carmarthenshire Museums Audit Action Plan 2016-17		\\ntcarmcc\cftp\Leisure & Culture\Cultural Services\Museums\Museums General\Audit\Audit 2019-20\June 2019 progress review - Carmarthenshire Museums Audit Action Plan 2016-17.docx