

AUDIT COMMITTEE

24TH JANUARY 2020

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 1 July 2019 resolved that a progress report should be received in 6 months.
- This report provides a January 2020 update on the 2016/17 Museum Service Action Plan, which has been previously been presented for review on December 2017, June 2018, and July 2019.

Relevant scrutiny committee to be consulted: Not applicable

Exec Board Decision Required

NA

Council Decision Required

N/A

Directorate: Communities

Name of Head of Service:

Ian Jones

Report Author:

Morrigan Mason

Designations:

Head of Leisure

Tel Nos. 01267 228309

E Mail Addresses:

ijones@carmarthenshire.gov.uk

mimason@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
AUDIT COMMITTEE
24th January 2020

CARMARTHENSHIRE MUSEUMS ACTION PLAN UPDATE

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The Carmarthenshire Museums Action Plan provides a progress review against four recommendations made by Internal Audit in the 2016/17 review, recorded as 26 actions with measurable indicators for success. Subsequent Internal Audit reviews have acknowledged efforts and the positive progress made by the service to overcome shortcomings within the resources currently available.

The Committee will note that progress against the Action Plan is continuing but the speed of the progress is constrained by current staff and facility limitations. It is widely acknowledged that the impact of austerity continues to be felt and that museums resources are stretched thinly to meet several priorities. To provide some context, the museum service continues to make significant strides in development across four sites with just 5.79FTE permanent staff in post at January 2020. The service is also pressing forward with proposals for a long-term solution to the authority's museum collections in store and improvements to collections access. There is recognition that the while it may take some years to achieve, the museum service is on an upward trajectory with an ambitious vision for achieving excellence.

The current progress review includes new comments only in the yellow boxes identified as 'in progress', which are typically progressing, albeit slowly, or require resources beyond the current capacity of the service. In summary, the actions that are continuing to be progressed are:

- 1.5 and 3.4 Collections rationalisation
- 2.4 Condition check all 38,000 accessions and thereafter annually
- 2.6 Photograph approximately 36,000 artefacts and upload to collections database
- 2.8 Label 5,700 artefacts
- 2.9 Identify a solution to the museum service storage issue
- 3.2 Emergency planning (almost complete)
- 3.5 Identify which items are 'high value' and obtain independent valuations
- 3.6 Identify a solution to valuing the remainder of the collection
- 4.3-4.6 Review a backlog of loans paperwork stretching back to pre-1996, establish new agreements for active loans and review all items for condition and insurance.

In conclusion, the areas of collections management that continue to require further progress share a common characteristic of being interdependent and long-standing challenges that the museum service struggles to address. Progress will continue to be made within available resources while a more satisfactory solution continues to be explored to achieve improved standards of the management of the authority's heritage assets on a basis for future development.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

<p>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 :</p> <p>Signed: Ian Jones Head of Leisure</p>						
Policy, Crime & Disorder and Equalities NONE	Legal YES	Finance YES	ICT YES	Risk Management Issues YES	Staffing Implications NONE	Physical Assets YES
<p>1. Legal Appropriate advice from Legal, Property Management, Finance, Health & Safety, Internal Audit and Risk to ensure revised procedures are legally compliant.</p>						
<p>2. Finance Significant focus of review to ensure that Financial Procedure Rules are fully complied with.</p>						
<p>3. ICT New technology to be introduced where this improves control.</p>						
<p>4. Risk Management Issues Increased focus on evaluating exposure to risk and addressing weaknesses identified.</p>						
<p>5. Physical Assets Leisure to work closely with Property Services within the Environment Department to ensure proper arrangements for maintenance and control of physical assets.</p>						

CONSULTATIONS

<p>I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below</p> <p>Signed: Ian Jones Head of Leisure</p>		
<p>1. Scrutiny Committee Not applicable.</p> <p>2. Local Member(s) Not applicable.</p> <p>3. Community / Town Council Not applicable.</p> <p>4. Relevant Partners Not applicable.</p> <p>5. Staff Side Representatives and other Organisations Not applicable.</p>		
<p>Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:</p>		
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