

## Audit Committee

20<sup>th</sup> March 2020

**Subject: Ski Centre Action Plan Update**

**Purpose: To note the progress in implementing the Ski Centre Action Plan**

**Recommendations / key decisions required:**

To approve progress and continued work objectives.

**Reasons:**

A further progress report was requested at the 13 September 2019 Audit Committee.

This report updates on the 2018/19 audit report for the Ski Centre, undertaken in March 2019.

**Relevant scrutiny committee to be consulted:**

Not Applicable

**Exec Board Decision Required:** Not Applicable

**Council Decision Required:** Not Applicable

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr D Jenkins

**Directorate:**

Communities

Tel No. 01267 228309

**Name of Head of Service:**

Ian Jones

**Designations:**

Head of Leisure

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**EXECUTIVE SUMMARY**  
**Audit Committee**  
20<sup>th</sup> March 2020

<b>SUBJECT</b> <b>Ski Centre Action Plan Update</b>
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<b>1. BRIEF SUMMARY OF PURPOSE OF REPORT.</b>
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The 2018/19 review of the Ski and Activity Centre resulted in a low assurance rating. The table in the attached report contains the updated Actions as requested by the Audit Committee on 13<sup>th</sup> September 2019.

It was noted that although the audit of the Ski and Activity Centre was undertaken during March 2019, the management of the function had been transferred to the Outdoor Recreation Service on 1st February 2019.

Discussions with management at the time of the audit, identified that new management arrangements are being introduced at the Ski and Activity Centre, to bring processes and procedures in line with those operating at Pembrey Country Park. It is acknowledged that at the time of the review, these new arrangements had not been fully introduced and implemented.

The review in March 2019 identified a number of areas, where improvements were required, relating in the main to:

- Control over till access, income recording and reconciliation, and cash holding;
- Document retention to evidence procurement decisions.

The issues identified during the review and an update on these actions are detailed in the table on the attached report.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
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## 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 NO	Legal NO	Finance YES	ICT YES	Risk Management Issues NO	Staffing Implications YES	Physical Assets NO
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### Finance

Actions have been agreed to ensure compliance with financial regulations

### ICT

New till systems compliant and consistent with other CCC back-office systems

### HR

Staff training in place to support new procedures.

## 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:

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection