

AUDIT COMMITTEE
18TH DECEMBER 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:

- This report to the Audit Committee is the 5th update on the 2016/17 Museum Service Action Plan demonstrating progress achieving 4 recommendations made by Internal Audit recorded as 26 measurable actions.
- The Audit Committee unanimously agreed on 24 January 2020 (moved from 13 December 2019) to receive and note the 4th progress report and that a further report should be submitted in 12 months.
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Relevant scrutiny committee to be consulted: Not applicable

Exec Board Decision Required NA

Council Decision Required N/A

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr P Hughes Griffiths

Directorate: Communities

Name of Head of Service:

Ian Jones

**Report Author: Morrigan
Mason**

Designations:

Head of Leisure

**Museums Development
Manager**

Tel Nos. 01267 228309

E Mail Addresses:

iJones@Carmarthenshire.gov.uk

mimason@carmarthenshire.gov.uk

**EXECUTIVE SUMMARY
AUDIT COMMITTEE
18th December 2020**

CARMARTHENSHIRE MUSEUMS ACTION PLAN UPDATE

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

During an extraordinary year, Carmarthenshire Museums has continued to implement recommendations made by Internal Audit and is achieving additional strides that will positively impact the Action Plan (attached). Of the 26 actions, 14 have been completed and 12 are in progress. As has been previously reported and noted by the Committee, the museum service operates within resource constraints yet has several positive achievements to report.

As an overview, it can be helpful to group those actions in the plan described as 'in progress' by our method:

1. A project-based approach, requiring an injection of internal and external funding.
2. Activity that the museum service is progressing in-house within available resources.

No.	1. A project approach	2. Carried out as part of normal service activity
1.5 and 3.4	Collections review	
2.4		Baseline condition check for all objects and thereafter annually.
2.6	Photograph artefacts and upload to collections database	
2.8		Ensure artefacts are labelled
2.9	Deliver a solution to stored museum collections	
3.5 and 3.6	Assess the value of collections (linked to 1.5)	
4.3-4.6		Review documentation associated with active loans to and from the authority, authorised by the museum service.

Actions within the project column present an opportunity to deliver well-being objectives by creating multiple improvements in access to, and safeguarding, heritage for the long term. We are preparing a case for a major scheme associated with action 2.9, which could also address all the other actions. This will be subject to funding and, in the current climate, the availability of financial support is uncertain. Should the major project not progress as hoped, we will seek smaller project funding to deliver the outcomes associated with each action.

Other associated positive achievements since January 2020 include:

- Watertightness and a better environment to preserve collections at Carmarthenshire Museum because of Council investment.
- Better security and environment to preserve collections at the new Museum of Speed because of Council and external investment.
- Hundreds of records checked for accuracy on the collections management system while working from home.
- Seeking to procure a specialist collections management system and move to a cloud/SaaS approach to improve security and data management standards.
- Stored collections relocated during building works have been expertly checked, documented and re-packed to improve conservation standards.
- Compliance with conditions of the Museums Firearms Licence.

In conclusion, standards in premises, collections care and management continue to increase across the museum service as we progress with setting in place the infrastructure, systems and working practices to deliver the long-term changes recommended by Internal Audit.

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 closely with Property Services within the 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
Audit Committee Minutes, 24 Jan 2020		Agenda for Audit Committee on Friday, 24th January, 2020, 10.00 am (gov.wales)
Internal Audit – Museums – Final Report 2016/17		\\ntcarmcc\cfp\Leisure & Culture\Cultural Services\Museums\Museums General\Audit\Audit 2016-17\Final Report 16-17 Museums.docx
Internal Audit – Summary Review 2018/19		\\ntcarmcc\cfp\Leisure & Culture\Cultural Services\Museums\Museums General\Audit\Audit 2018-19\Museums Report 18-19.docx