

Argyll and Bute Council

Internal Audit Report

April 2023

Final

LiveArgyll

Establishment Visit

Lochgilphead Community Centre

Audit Opinion: **Green**

Contact Details

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1. Executive Summary

Introduction

1. As part of the 2023/24 internal audit plan agreed with LiveArgyll management, we undertake establishment visits at LiveArgyll sites. LiveArgyll operate 26 establishments and we have agreed that 22 of these will be subject to establishment visits over a cyclical basis. Appendix 1 sets out the schedule. Establishment visits focus on the areas set out in exhibit 1 and we have agreed checklists for each area with LiveArgyll management.

Exhibit 1 – Establishment Visits Areas of Focus

Building Exterior	Floors	Environment	Baby Changing Units
Doors	Public Spaces	Signage	Income Collection / Facility Booking
Ceilings	Windows	Fixtures & Fittings	Floats
Walls	Elevators	Toilets	Banking
Swimming Pool / Health Suite	Library	Sports Hall / Gym	Staff

2. The audit tests are predominantly observational so any issues highlighted are based on what was witnessed on the visit day. Due to the limiting nature of this as audit evidence we do not include recommendations in this report. Rather it provides an overview of issues identified allowing the LiveArgyll management team to determine whether any corrective action is required.
3. To ensure consistency of approach, the issues raised do not take account of any planned structural work in the short to medium term. For example, if we identify superficial structural damage we will still report it even if we are aware the establishment is due to be refurbished.

Background

4. On Wednesday 12th April 2023 we visited the Lochgilphead Community Centre. The scope of the audit was to assess the site against the audit questions agreed with LiveArgyll.

Audit Opinion

5. We provide an overall audit opinion for all the establishment visits we conduct. This is based on our judgement on the extent to which there are issues requiring corrective action and how critical they are. We assess establishment visits as either:
 - **Red – Intervention is required to correct material areas of concern**
 - **Amber – Issues identified can be managed through a programme of works**
 - **Green – Issues identified are relatively minor**
6. Our overall opinion for this establishment visit is **Green**. This means that we have not identified any issues which we consider to be material or requiring short to medium term attention.

Findings

7. Exhibit 2 summarises the conclusions of the work and any observations made on the day of the visit.

Exhibit 2 – Summary Assessment of Control Objectives

	Area	Strengths	Areas for Consideration
1	Building Exterior	On approach the building conveys the appropriate corporate image.	None
2	Doors	The main entrance doors open freely.	None
3	Ceilings	Ceilings are in good condition with no cracks or water damage.	There are historical water marks in two different rooms within the Centre, however, the public do not access these rooms.
4	Walls	The walls are clean and dirt free, however, being an older building there are plenty of marks from historic water damage, scuffs, cracks and chipped plaster.	None
5	Floors & Public Spaces	Floors are clean however the surface in the main reception area is damaged.	The floor as you enter the main reception is damaged –  Control Objective 5.pdf
6	Windows	Windows are clean and tidy with no visible cracks or damaged frames. No posters are on the windows.	Most of the windows open and close freely with the exception of ones in the archive room which were painted and left to dry when closed.
7	Elevators	There are no elevators in the building.	None
8	Environment	There is adequate lighting and ventilation and noise levels are acceptable. All lights are in good working order and bins are emptied several times a day.	None
9	Signage	There is both external and internal LiveArgyll signage as you come in main door.	There are no opening hours displayed.
10	Noticeboards & Leaflets	There is adequate and up to date noticeboards.	None
11	Furniture, Fittings & Equipment	All furniture and fittings are in good clean order and not in a hazardous position. All sockets are in good working order.	None
12	Toilets	All toilets are clean and tidy.	None
13	Baby Changing Units	The baby changing unit is in good clean condition.	None
14	Swimming Pool	N/A	N/A
15	Sports Hall, Gym and Studios	There is one room within the Centre that is now a gym room, this is relatively new and all equipment, flooring etc is clean, dust and damage free.	None
16	Libraries	The Library moved into the Centre early in 2023. All books are kept in good order on the shelves and which are clean and tidy. There	None

	Area	Strengths	Areas for Consideration
		is no discarded stock inappropriately disposed of. The public access computers are all in working order.	
17	Income Collection	There are no vending machines or pay phones within the Centre.	None
18	Booking of Facilities	Booking of rooms is processed appropriately.	None
19	Floats	The Centre has no float.	None
20	Banking	Banking is performed on a monthly basis by the Senior Duty Officer via a night safe.	None

Management Response

Management duly note the favourable opinion and individuals findings contained within these reports. Where action is required management will ensure appropriate timely intervention / escalation protocols implemented. i.e building repair issues reported to Council via agreed Building maintenance protocol.

Appendix 1 – Establishment Visit Schedule 2023/24

	2022/23	2023/24	Complete
Leisure			
Aqualibrium	√		√
Helensburgh Pool			√
Riverside Leisure Centre			√
Rothesay Leisure Pool			√
Mid Argyll Sports Centre		√	√
Libraries			
Campbeltown	√		√
Dunoon			√
Helensburgh			√
Lochgilphead			√
Oban	√		√
Rosneath			√
Rothesay			√
Halls & Community Centres			
Queens Hall, Dunoon			√
Victoria Hall, Campbeltown			

Victoria Halls, Helensburgh			√
Corran Halls, Oban	√		√
Kintyre Community Education Centre			
Lochgilphead Community Centre		√	√
Moat Centre, Rothesay			√