

Argyll and Bute Council  
Internal Audit Report  
April 2023  
Final

LiveArgyll  
Establishment Visit  
Mid Argyll Sports Centre

Audit Opinion: **Green**

**Contact Details**

Internal Auditor: **Leanne Rennie**  
Telephone: **01369 708516**  
e-mail: **leanne.rennie@argyll-bute.gov.uk**



# 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 12<sup>th</sup> April 2023 we visited the Mid Argyll Sports 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.  | None   |
| 4  | Walls                           | The walls are all clean and dirt free without scuffs etc, with the exception of the squash court which has ball marks on all walls. Skirting is secure.   | The walls are maintained by MITIE (Management Incentive Through Investment Equity), the facilities management services, who paint the walls approximately every 2 years. |
| 5  | Floors & Public Spaces          | Floors and public spaces are clean and tidy throughout.   | There is superficial marking on the squash court floor from a historical roof leak.  |
| 6  | Windows                         | There are no windows in public spaces except for 2 rooms, these windows are 6 feet high. Windows are clean and tidy with no visible cracks or damaged frames. No posters are on the windows.  | None   |
| 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 the bins are emptied regularly.  | None   |
| 9  | Signage                         | The LiveArgyll sign is situated at the bottom of the road to enter the school. There is LA signage in between both external and internal doors.<br>No opening hours are stipulated as they are so varied.<br>There is appropriate signage throughout the sports centre. | None   |
| 10 | Noticeboards & Leaflets         | Internal signage all in place.  | None   |
| 11 | Furniture, Fittings & Equipment | Within the sports centre, the rooms are all gym/sports halls etc so there is no furniture as such.<br>All equipment appears to be in good working order.  | None   |
| 12 | Toilets                         | All toilets are clean and tidy with no breakages visible and are stocked appropriately.<br>All are maintained to a high standard.   | None   |
| 13 | Baby Changing Units             | There is no baby changing units within the sports centre.   | None   |
| 14 | Swimming Pool                   | There is no swimming pool within the sports centre.   | None   |

|    | Area                         | Strengths  | Areas for Consideration |
|----|------------------------------|--|-------------------------|
| 15 | Sports Hall, Gym and Studios | All rooms are clean and tidy, adequately lit and well equipped. All machines appear to be in good working order. | None                    |
| 16 | Libraries                    | N/A  | N/A                     |
| 17 | Income Collection            | There are no vending machines/pay phones.  | None                    |
| 18 | Booking of Facilities        | Booking of rooms is processed appropriately.   | None                    |
| 19 | Floats                       | Floats are checked on a daily basis by the Senior Duty Officer.  | None                    |
| 20 | Banking                      | Banking is performed on a regular basis by the Senior Duty Officer via a night safe at the Bank.                 | 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 |
|--------------------------------------|---------|---------|----------|
| <b>Leisure</b>                       |         |         |          |
| Aqualibrium                          | √       |         | √        |
| Helensburgh Pool                     |         |         | √        |
| Riverside Leisure Centre             |         |         | √        |
| Rothesay Leisure Pool                |         |         | √        |
| Mid Argyll Sports Centre             |         | √       | √        |
| <b>Libraries</b>                     |         |         |          |
| Campbeltown                          | √       |         | √        |
| Dunoon                               |         |         | √        |
| Helensburgh                          |         |         | √        |
| Lochgilphead                         |         |         | √        |
| Oban                                 | √       |         | √        |
| Rosneath                             |         |         | √        |
| Rothesay                             |         |         | √        |
| <b>Halls &amp; Community Centres</b> |         |         |          |
| Queens Hall, Dunoon                  |         |         | √        |

|                                    |   |   |   |
|------------------------------------|---|---|---|
| Victoria Hall, Campbeltown         |   |   |   |
| Victoria Halls, Helensburgh        |   |   | √ |
| Corran Halls, Oban                 | √ |   | √ |
| Kintyre Community Education Centre |   |   |   |
| Lochgilphead Community Centre      |   | √ | √ |
| Moat Centre, Rothesay              |   |   | √ |