

Argyll and Bute Council
Internal Audit Report
September 2023
Final

LiveArgyll
Establishment Visit
Campbeltown Museum

Audit Opinion: **Amber**

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 19 of these will be subject to establishment visits over a four year 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 26 September 2023 we visited the Campbeltown Museum. 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 **Amber**. This means that whilst we have identified issues we are not of the view that they post an immediate risk to service delivery. However, management should consider how best to address the issues within a reasonable timescale.

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	The exterior of the building appears to be wind and watertight, it conveys the appropriate corporate image with adequate signage, lighting and accessibility for all users.	Build-up of moss on exterior wall may lead to dampness. Moss also accumulating on ramp access to rear of building that may pose a slip hazard.
2	Doors	The main entrance door, automatic door and all internal doors were undamaged, clean and in good working condition.	None
3	Ceilings	The ceiling was intact with no evidence of water damage, cracks or chipped plaster.	None
4	Walls	Walls and skirting were clean with no evidence of water damage, cracks or chipped plaster. There were no posters attached to walls.	None
5	Floors & Public Spaces	Flooring throughout was clean, tidy and free of any obstacles and clutter. The nature of the exhibits meant that there were some items at floor level below display units, there is a lot to display in a relatively small area. The floor plan allows easy access for visitors to walk around, however this would be challenging for wheelchair users, in particular access to the audio equipment and exhibits on the end wall would not be easy.	Audio equipment and exhibits in cabinet on rear wall are not fully accessible to wheelchair users due to narrow access between displays.
6	Windows	Windows were in need of cleaning, however, they were uncluttered with posters, undamaged. There was no officer present at the time of the visit to demonstrate operability, however, we were advised that they are able to be open and closed freely. There was some staining on the wall below the high-level window that may be due to leakage.	Exterior of windows were in need of cleaning at time of visit. There was some water staining below the high level window on the rear wall.
7	Elevators	The elevator was clean and tidy and in working condition.	N/A
8	Environment	Heating, lighting and ventilation were comfortable and noise levels were appropriate.	None
9	Signage	External signage indicated the facility name, however there was no LiveArgyll logo in place. Internal signage was appropriate to guide users around the facility.	There was no LiveArgyll logo on display.

	Area	Strengths	Areas for Consideration
10	Noticeboards & Leaflets	Notice boards were tidy and not overloaded. Information displayed was suitable and in date.	None
11	Furniture, Fittings & Equipment	All furniture and fittings were clean and appeared to be in good condition apart from some minor paint chips at the bottom of the largest display cabinet. Items were placed appropriately so as not to cause hazards or obstructions. Audio equipment was in working use at the time of the visit. There was no visual damage observed to sockets and data points.	Some minor paint chips at bottom of largest display cabinet.
12	Toilets	N/A	N/A
13	Baby Changing Units	N/A	N/A
14	Swimming Pool	N/A	N/A
15	Sports Hall, Gym and Studios	N/A	N/A
16	Libraries	N/A	N/A
17	Income Collection	There is a donations box in place at the museum and a donations policy has been prepared. Contents are emptied and verified by 2 officers prior to recording and banking.	None
18	Booking of Facilities	N/A	N/A
19	Floats	N/A	N/A
20	Banking	Income is passed to Aqualibrium for recording on the point of sale system for coding purposes and subsequent banking.	None

Management Response

Management duly note the favourable opinion and the 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	✓	✓	✓
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		✓	✓
Museum			
Campbeltown		✓	✓