

Argyll and Bute Council  
Internal Audit Report  
August 2022  
Final

LiveArgyll  
Establishment Visit  
Campbeltown Aqualibrium & Library

Audit Opinion: **Amber**

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# 1. Executive Summary

## Introduction

As part of the 2022/23 internal audit plan agreed with LiveArgyll management, we undertake establishment visits at LiveArgyll sites. LiveArgyll operate 26 establishments and we had agreed that 22 of these would be subject to establishment visits over a four year cyclical basis. As a result of Covid19, this delayed a number of Establishment visits which we intend to undertake over the next 2 years to bring visits back up to date.

1. Appendix 1 sets out the schedule of establishment visits which 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 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 19<sup>th</sup> July 2022 we visited the Campbeltown Aqualibrium and Library. 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	On approach the building conveys the appropriate corporate image.	None.
2	Doors	The main entrance doors open freely.	None.
3	Ceilings	All ceilings are in good condition with no cracks or water damage.	There are several ongoing leaks throughout the building and although these have been reported and repaired to some degree they need to be addressed to maintain the functionality of all areas and minimise the risk to staff and users of the facility.
4	Walls	All walls are clean and damage free, no posters on walls. Skirting is secure.	None.
5	Floors & Public Spaces	Floors are predominantly clean throughout.	None.
6	Windows	Windows are clean and tidy with no visible cracks or damaged frames and poolside windows open and close freely. No posters are on the windows.	None.
7	Elevators	There are two elevators, which are in good working order and kept clean and tidy.	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	Internal signage all in place.	None.
10	Noticeboards & Leaflets	There is adequate and up to date noticeboards and leaflets.	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	The toilets are predominantly clean and tidy.	None.
13	Baby Changing Units	Baby changing units are in good clean condition.	None.
14	Swimming Pool	The shop is well stocked and clean and tidy. The swimming pool area is well lit with no visible breakages to floor or wall tiles. The changing village is clean and tidy with no apparent breakages to tiles on the walls or the floor. The health suite is clean and tidy.	None.

	Area	Strengths	Areas for Consideration
15	Sports Hall, Gym and Studios	The gym is clean and tidy adequately lit and well equipped. All machines appear to be in good working order.	None.
16	Libraries	All books are kept in good order on the shelves and are clean and tidy. There is no discarded stock inappropriately disposed of. The public access computers are all in working order.	None.
17	Income Collection	There are two vending machines which are emptied on a weekly basis by two staff.	None.
18	Booking of Facilities	No events are held at the Aqualibrium, however the hall can be booked for meetings/conferences.	None.
19	Floats	Floats are checked on a daily basis by the Senior Duty Officer.	None.
20	Banking	Banking is performed on a daily basis by the Senior Duty Officer at the local post office.	None.

### Management Response

LA fully adhere to all agreed maintenance protocols with Council partners. Water ingress issues have been regularly reported and whilst some remedial action(s) have taken place, the overall issue remains. Some provision has been made within the Council's Strategic Asset Management Plan (SAMP) for further investigative works.

## Appendix 1 – Establishment Visit Schedule 2022-24

	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	✓		
Cardross			
Dunoon			✓
Helensburgh			✓
Lochgilphead			✓
Oban	In progress		
Rosneath			✓
Rothesay			✓
Tarbert			
Sandbank Office	N/A	N/A	N/A
<b>Halls &amp; Community Centres</b>			
Queens Hall, Dunoon			✓
Victoria Hall, Campbeltown			
Victoria Halls, Helensburgh			✓
Corran Halls, Oban	In progress		
Kintyre Community Education Centre			
Lochgilphead Community Centre			
Moat Centre, Rothesay			✓