

Argyll and Bute Council
Internal Audit Report
July 2023
Final

LiveArgyll
Establishment Visit
Kintyre 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 19 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 Tuesday 4th July 2023 we visited the Kintyre 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 and very little water damage.	There are historical water marks on the ceiling as you go up the stairs. There are also some tiles missing (although they are possibly inside the ceiling and have not been put back in place). One of the meeting rooms (Dunaverty Suite) also has an ongoing leak that only occurs during heavy rain and dependent on the way the wind is blowing.
4	Walls	The walls are clean and dirt free, however, being an older building there is evidence of marks from historic water damage, scuffs, cracks and chipped plaster.	None
5	Floors & Public Spaces	Flooring area all appears clean and tidy. The main reception is clutter free with only essential equipment.	The landline for the Centre has been out of operation for some time.
6	Windows	The majority of the windows in the Centre are elevated (and therefore do not open freely) and do not appear to have any damage or cracks.	None
7	Elevators	There is 1 elevator in the Centre that is in good working order.	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 and the opening hours of the Centre are displayed on the front door.	None
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	The toilets are all clean and tidy, without breakages, however, they are all very tired looking with age old marks on both the walls and floors.	None
13	Baby Changing Units	There is one baby changing unit in the Centre and this is located in the disabled	None

	Area	Strengths	Areas for Consideration
		toilet. This is in good working order and is clean.	
14	Swimming Pool	N/A	N/A
15	Sports Hall, Gym and Studios	There is one room within the Centre that is used as a sports hall, this appears to be dust and damage free.	None
16	Libraries	N/A	N/A
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	Floats are checked on a daily basis by the responsible person on duty.	None
20	Banking	Banking is performed by the Senior Duty Officer from the Aqualibrium via a night safe.	None

Management Response

General Management note the findings.

Action has been taken as per the agreed property maintenance protocols in place with Argyll and Bute Council partners. Where matters are of more of an aesthetic nature these are deemed commensurate with age and design of building.

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			√