

Argyll and Bute Council
Internal Audit Report
July 2023
Final

LiveArgyll
Establishment Visit
Victoria Halls, Campbeltown

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 Victoria Halls, Campbeltown. 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 is extremely tired looking but has the appropriate LiveArgyll signage outside.	None
2	Doors	The main entrance and internal doors open freely.	None
3	Ceilings	Considering the age of the building, the ceiling is in good order, with no cracks, damage or parts falling down.	None
4	Walls	The walls and skirtings are old so have obvious age related scuff marks on both, but they appear clean.	None
5	Floors & Public Spaces	Floors appear clean but the flooring at the entrance area is tired. The general area is tidy as is the reception.	None
6	Windows	Windows are old but appear clean without damage. Windows on both front ground floor and first floor open and close freely.	None
7	Elevators	N/A	N/A
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 a weathered LiveArgyll sign outside, tied onto the front of the building and a LiveArgyll sign is located inside the main entrance.	None
10	Noticeboards & Leaflets	N/A	N/A
11	Furniture, Fittings & Equipment	All furniture and fittings appear to be in good order and not in a hazardous position. All sockets are in good working order.	None
12	Toilets	The toilets are old and tired but appear clean and tidy.	There is a broken toilet seat in the ladies toilet, the seat is lying on the floor.
13	Baby Changing Units	N/A	N/A
14	Swimming Pool	N/A	N/A
15	Sports Hall, Gym and Studios	There is no sports hall, however the main room with stage is used for fitness classes. This appears clean and tidy with no trip hazard and adequate lighting.	None
16	Libraries	N/A	N/A
17	Income Collection	There are no vending machines or pay phones within the Halls.	None

	Area	Strengths	Areas for Consideration
18	Booking of Facilities	Booking of rooms is processed appropriately.	None
19	Floats	The float for the Halls hasn't been used since pre Covid. This is kept secure at the Aqualibrium.	None
20	Banking	Any monies received is put into the Aqualibrium banking and banked via the night safe, this is carried out on a daily basis by 2 members of staff.	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			√

