

WIRRAL COUNCIL

REPORT TO AUDIT AND RISK MANAGEMENT COMMITTEE – 27 SEPTEMBER 2007

REPORT OF THE DIRECTOR OF REGENERATION

MUSEUM AND ART GALLERY SERVICE

1.0 EXECUTIVE SUMMARY

1.1 The report brings members up to date with the actions taken following the Internal Audit of the Museum and Art Gallery service in January 2007.

2.0 BACKGROUND

2.1 Members considered a report by the Director of Finance on 28th June 2007 setting out the findings summary. It was agreed that a further report on progress be presented to the next meeting of the Committee.

2.2 Attached is a Appendix 1 is a list of the recommendations which had not been implemented in June or which have yet to be implemented.

3.0 FINANCIAL AND STAFFING IMPLICATIONS

3.1 There are none arising from this report.

4.0 EQUAL OPPORTUNITIES IMPLICATIONS

4.1 There are none arising from this report.

5.0 COMMUNITY SAFETY IMPLICATIONS

5.1 There are none arising from this report.

6.0 LOCAL AGENDA 21 IMPLICATIONS

6.1 There are none arising from this report.

7.0 PLANNING IMPLICATIONS

7.1 There are none arising from this report.

8.0 ANTI-POVERTY IMPLICATIONS

8.1 There are none arising from this report.

9.0 SOCIAL INCLUSION IMPLICATIONS

9.1 There are none arising from this report.

10.0 LOCAL MEMBER SUPPORT IMPLICATIONS

10.1 Wirral Museums are in the Birkenhead and Oxton wards.

11.0 BACKGROUND PAPERS

11.1 There are none arising from this report.

12.0 RECOMMENDATIONS

12.1 That the report be noted.

ALAN STENNARD
DIRECTOR OF REGENERATION

FINDINGS SUMMARY

Follow-Up Audit: - Museum & Gallery Services

Ref	Original Recommendations	Priority	Follow Up Audit Findings	Client Agreed	Audit Comments	Target Date
R1	A review of the management structure for the Wirral Transport Museum should be completed to ensure the roles and responsibilities are clearly defined.	Medium	An independent review of the Cultural Services Division is to be undertaken by external consultants which will include the management structure. In the short term, the Key Issues Exchange and Team Briefing processes have been used to reaffirm the roles and responsibilities of the officers at the Wirral Transport Museum.	Yes	The review of Cultural Services is being carried out and is due to report in January 2008.	03/08
R2	The IT System at the Wirral Transport Museum should be reviewed to ensure the arrangements conform to Corporate and Departmental IT Policies.	High	The IT arrangements at the Wirral Transport Museum have been reviewed by WITS and new equipment is to be installed and connected to the corporate network.	Yes	New equipment installed awaiting link.	12/07
R4	A detailed analysis and revaluation of the Museums & Art Gallery Services collection should be completed and used to ensure that the insurance arrangements are adequate.	High	The Curator has stated that additional resources are required to undertake a full analysis and revaluation of the collection. Therefore, he is examining and costing alternative methods to achieve the objective, (i.e. external valuers, web resources) and will produce a management report for consideration.	Yes	Curator to undertake revaluation.	12/07

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R5	The cash holding arrangements and frequency of bankings should be reviewed at all Museum sites to ensure the insurance limits are not exceeded.	Medium	A new safe has been installed at the Wirral Transport Museum and ordered for the Wirral Museum. The Administrative Officer will monitor the levels of cash held at each site and bankings will be undertaken to ensure the insurance limits are not exceeded.	Yes	Completed	
R6	An independent and fully documented health & safety risk assessment should be undertaken at each Museum site to ensure all risks have been identified and that current insurance arrangements are adequate.	Medium	The Curator is to formally request the relevant departmental officer to undertake a Health & Safety risk assessment at each site. Andrew	Yes	Assessments to be undertaken by Technical Services Department.	12/07
R8	The Accessions Books should be updated with the details of items not currently entered and then updated promptly when new items are acquired.	High	The Curator has stated that additional resources are required to update the Accessions Book. Therefore, he is examining and costing alternative methods to achieve the objective and will produce a management report for consideration.	Yes	Proposed management plan in preparation.	12/07
R11	The security arrangements for all Museum sites should be formalised into a documented Security Policy, with the roles and responsibilities clearly defined.	Medium	A generalised Building Complex Security Policy for the Cultural Services Division has been circulated and the Curator is to utilise this document to produce a Security Policy specific to the Museums & Art Gallery.	Yes	Yet to be done.	03/08

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R12	The documented procedures for the collection and banking of income should be updated to reflect the systems at each relevant museum site.	Medium	The Administrative Assistant is to revise the procedures documented in the QA Manual to reflect the variations at each Museum site.	Yes	Completed	
R16	A formal agreement document for the payment of 20% commission on the sale of exhibition items at the Williamson Art Gallery should be completed by the exhibitor.	Medium	The Curator is to amend the standard letter on exhibitions so that it includes details of the commission payable on the sale of exhibition items. The exhibitor will be requested to sign and return a copy of the letter to the Museum.	Yes	Completed	
R17	A comprehensive review of the Departmental Charge Policy and each Museum's Charge Policy should be undertaken to ensure; <ul style="list-style-type: none"> a) all items are included on the Departmental Charge Policy. b) the correct rates are detailed. c) all increases have been applied in accordance with Committee approval. d) all items are included within the relevant Museum Charge Policy 	High	The Cultural Services charges for 2007/8 was approved by Cabinet on 15 th March 2007. The Administrative Assistant is to ensure that the approved charges are detailed in the relevant Museum documentation and are correctly applied.	Yes	Completed. All prices and charges to be included in 2008/09 charges report.	03/08
R18	The charges applied to the hire of facilities at the Williamson Art Gallery and Wirral Museum should be; <ul style="list-style-type: none"> a) fully detailed on the invoice 	Medium	The Administrative Assistant uses the relevant diary to record detailed information on the hire of facilities at the Museums and full details of the applied charges are endorsed on the invoice request document. The applied charges	Yes	Completed	

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	request form. b) signed as verified by another officer.		are to be sample checked by the Curator or Senior Keeper and the diary endorsed accordingly.			
R19	All bookings of facilities at the Museums should be paid for in advance or on the day of the room hire.	Medium	All invoices are sent out before the event whenever possible with the main exception being for late bookings.	Yes	Completed	