

MANAGEMENT ACTION PLAN

Directorate:	Customers And Communities
Audit report:	Review Of Surrey Arts 2013/14
Dated:	July 2014

PRIORITY RATINGS

Priority 1 (high) - major control weakness requiring immediate implementation of recommendation

Priority 2 (medium) - existing procedures have negative impact on internal control or the efficient use of resources

Priority 3 (low) - recommendation represents good practice but its implementation is not fundamental to internal control

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.5	Surrey Arts should consider creating an asset management strategy which effectively joins up all activities related to the acquisition, monitoring, maintenance and disposal of its musical instrument stock.	High	A paper will be prepared for the Senior Management Team (SMT) to evolve an Asset Management Strategy	September 2014	Kathy Newlands/ Derek Jones	Yes
5.13	Surrey Arts should consider creating an articulated income strategy which details future plans for using its assets to generate revenue.	High	The paper above will also address issues surrounding income strategy	September 2014	Kathy Newlands/ Derek Jones	Yes

I agree the action above and accept overall accountability for their timely completion. I will inform Internal Audit if timescales are likely to be missed.

The action agreed is / is not satisfactory.

Head of Service: Peter Milton
Date: 15 July 2014

Supervising Auditor: David John
Date: 15 July 2014

Internal Audit

Para Ref	Recommendation	Priority Rating	Management Action Proposed	Timescale for Action	Officer Responsible	Audit Agree?
5.18	Surrey Arts should strongly consider prioritising the creation of a comprehensive database of its instrument stock.	High	A solution is currently in-hand and will involve an Opticon scanner purchased in March and being programmed by Paritor	Work will start on cataloguing by Sep 2014	Kathy Newlands	Yes
5.22	The Service should review its records management arrangements to ensure that all signed hire agreements are safely kept until the instrument is returned.	Medium	This is being managed by Claire Craig in the Operations Team and being aligned with the data on held on Paritor.	Has been actioned	Kathy Newlands/ Claire Craig	Yes
5.28	Surrey Arts should consider articulating an asset disposal policy which details how value from unwanted instruments can be reclaimed.	Medium	To be included within the paper to SMT due in September	September 2014	Kathy Newlands/ Derek Jones	Yes