

Colchester & Ipswich Museum Service
Annual Governance Statement – Action Plan for 2015/16
Significant Internal Control Issues – Relating to 2014/15 Financial Year

No.	Issue	Action	Due Date	Responsible Officer	How Issue was Identified
1.	<p>Health & Safety</p> <p>There is no formal reporting of Health & Safety incidents, involving staff or visitors, to the joint committee. The service does not have many incidents, however the joint committee should be provided with assurance that the Health and Safety systems are operating effectively.</p>	<p>The joint committee should be provided with a report on Health and Safety matters at least annually, to ensure that there is adequate protection for officers and visitors.</p>	<p>December 2015</p>	<p>Health & Safety Officer, Colchester Borough Council.</p>	<p>Annual Governance review process</p>
2..	<p>Internal Audit Report</p> <p>The 2014/15 internal audit report of admissions, shop and inventories is being reported separately to the Museums Joint Committee on 24 June 2015.</p> <p>The audit report shows that the internal control systems have been maintained.</p> <p>However the audit work for the small bodies return identified that a recommendation that had been raised previously, regarding the amounts sent for banking to be verified against the Cash Office records, has currently lapsed so the recommendation has been restated.</p>	<p>The recommendation will be implemented as agreed in the audit report.</p>	<p>With immediate effect</p>	<p>Museums Manager</p>	<p>Internal Audit process</p>