

RISK COMMITTEE OF THE BARBICAN CENTRE BOARD
Tuesday, 15 January 2013

Minutes of the meeting of the Risk Committee of the Barbican Centre Board held at
Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 15 January 2013 at
2.00 pm

Present

Members:

Deputy Catherine McGuinness (Chairman)
John Tomlinson (Deputy Chairman)
Brian McMaster
Keith Salway

Officers:

Mathew Lawrence	- Town Clerk's Department
Julie Mayer	- Committee and Member Services Officer
Sandeep Dwesar	-
Paul Nagle	-
Nigel Walker	-
Michael Dick	- Barbican Centre Board
Sabir Ali	-

1. APOLOGIES

Apologies were received from Nick Kenyon and Vivienne Littlechild

2. MEMBER DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations

3. MINUTES

The public minutes and summary of the Barbican Risk Committee of 21 May 2012 and the inquorate meeting of 11 October 2012 were approved.

Matters arising

The Chairman asked if the outstanding actions list could appear in both parts of the agenda, when appropriate. The Town Clerk advised that, on this occasion, all items on the list were in the public domain.

Members noted that the recommendations from the Health and Safety, Construction, Design and Management (CDM) Audit had been rescheduled for completion by the end of January 2013. The Central Audit and Risk Management Committee had received an update at its December meeting.

4. **OUTSTANDING ACTIONS**

Members noted that, following the inquorate meeting on 11 October 2012, Vivienne Littlechild had been appointed to the Barbican Risk Committee. The Board had recommended a further appointment, which was likely to be the ex-officio Finance Committee appointment to the Barbican Centre Board. This appointment could not be confirmed at present as the current Member had recently become an Alderman and would be replaced at the April Court. The Chairman confirmed that all other actions had either been discharged or would be on today's agenda.

5. **INTERNAL AUDIT UPDATE**

This report provided Members with an update on the progress of Internal Audit reviews undertaken at the Barbican Centre since the last report in September 2012.

Members noted that two of the remaining three reviews in the 2012/13 Audit Plan had been delayed, due to the recent departure of the ICT Senior Auditor. Members praised the competence of this officer and noted that the new appointment would be in post in February. A detailed box office/ IT application review had been cancelled because the application would be replaced in 2013/14. Members had a particular interest in this area and asked to be briefed and assured of basic controls, prior to drafting the specification. The Head of Audit and Risk Management advised that the Committee would receive a full report, once the new ICT Senior Auditor was in post.

MAT, SHOULD I PUT THIS IN NON PUBLIC ?

Members were concerned at a recent spate of thefts from the retail outlets and artistes' dressing rooms and the resulting reputational risk. The Security Manager advised that CCTV cameras had picked up evidence and intelligence, narrowed down to around 30 individuals. Members noted that covert security was not an option, given the human rights implications. Staff and visiting artistes been warned and advised to be particularly vigilant about housekeeping and personal security and to ensure that possessions were locked away. The number of keys and key holders had also been reduced.

Members noted that musical instruments were kept in an alarmed location provided by the LSO and this facility could be used by visiting musicians.

In respect of the amber feedback on the retail outlets, Members noted that management reports from stock control were being developed and the action was close to meeting all recommendations.

Members asked if the previous audit plan could be circulated. Officers advised that the current plan would have a similar number of work days, was very flexible and Members were invited to comment on it. Finally, Members noted a correction to the plan in that an ICT audit would be undertaken annually.

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6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

The Chairman of the Barbican Centre Board had received a letter from Buckingham Palace complementing the Centre on the security arrangements in place for the recent Queen's visit. Members asked for the Security Team to be congratulated on this commendation.

7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED, that

Under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1, of Schedule 12A of the Local Government Act.

9. **MINUTES**

The non-public minutes of the Barbican Risk Committee of 21 May 2012 and the inquorate meeting of 11 October 2012 were approved.

Matters arising

Members noted that the issues in paragraph 7 of the Minutes from 21 May 2012 would fall within the remit of the new Senior ICT Auditor. The Chief Operating and Financial Officer advised that the 4 minute rule in respect of fire alarms had been fully reinstated.

10. **RISK UPDATE**

This report updated Members of the risk management systems in place at the Barbican, the significant risks and measures for their mitigation.

At the previous meeting, the Chairman had asked Members to review the frequency of receiving the full Risk Register and had suggested a summary version twice a year and the full register once a year. Members noted that the Board received the full Register once a year. Given that the Risk Committee only meets 3 times a year, Members agreed that they should receive the full register at each meeting. The covering report should direct Members to any changed or serious risks. Members asked for a report to the next meeting detailing the officers responsible for each risk and a timetable.

Members asked to see the action points from the Barbican Art Gallery Risk Management Group. In response to a further question, the Security Manager agreed to check when the next evacuation test of the Cinema would be carried out and update Members accordingly.

The report on Barbican Exhibitions (at Appendix 2 to the report) had been to both the Summit Group and Central Audit and Risk Management Committee in December. The item had subsequently been added to the Strategic Risk Register, with a 'green' rating.

Members noted that 3 external reviews had been undertaken and Members received a tabled report, responding to an Investigative Report and Process Review by the National Theatre in July 2011. Members were further assured that the Security Measures in place included CCTV and similar technology, alarmed skylights and increased staff and security personnel. The Head of Security at the Tate had also been consulted. The Security Manager advised that staff were not able to carry out 'pat downs' but there would be more stringent bag checking. Security staff were also fully trained in monitoring patterns of behaviour. Furthermore, as the Barbican Centre is a licensed premises, it reserved the right to refuse admission.

The Buildings Director advised that, further to the heating failure in July next year, storage space for a boiler had been identified at the Centre and, therefore, a back-up system would be in place by the end of the month.

Appendix 1 to the report (Risk of Terrorist Attack) had been presented to the Central Audit and Risk Management Committee of 14 June 2012. This report had been requested by the Chairman in order to inform a debate by the Barbican Risk Committee. Members agreed that the good practice and lessons learn from the Olympics should be taken forward. The Security Manager assured Members of the close liaison with the emergency services in respect of response, evacuation, back up plans and escalation procedures.

In response to question about the official period of mourning in the event of the Queen's death, officers agreed to check protocols with the Remembrancer. Members suggested that it would be prudent to insure against financial loss, if the Centre had to close for 2 days.

In respect of the Repairs and Maintenance Contract, Members noted that there had been some delays but the Barbican Centre were meeting regularly with City Surveyors to ensure there would be no risk to 'Brides and Batchelors'. They had been assured that all outstanding issues would be resolved by the end of February. The Chairman and Deputy Chairman asked for regular updates to ensure their timely intervention, if necessary.

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11. **CONCERT HALL GOODS LIFT**

Members noted that the Barbican's concert hall goods lift had appeared on the Centre's Risk Register, on a number of occasions, as it had occasionally locked out in fault condition. This risk had the potential to cause delays in setting up equipment required for performances. The Buildings Director assured Members that the risks had largely been mitigated by changing the setting of

the doors from 'automatic' to 'manual'. Members also noted that, following a recent refurbishment, a service life of 20 years was expected.

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12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no items of urgent business.

The meeting ended at 3.30 pm

Chairman

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