



Risk Committee of the Barbican Centre Board

Date: TUESDAY, 14 JANUARY 2014
Time: 1.45pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy John Tomlinson (Chairman)
Deputy Catherine McGuinness (Deputy Chairman)
Stuart Fraser
Vivienne Littlechild
Brian McMaster (External Member)
Keith Salway (External Member)

Enquiries: Matthew Pitt
tel. no.: 020 7332 1425
matthew.pitt@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To approve the minutes of the Risk Committee of the Barbican Centre Board meeting held on 14 October 2013.

For Decision
(Pages 1 - 4)
4. **INTERNAL AUDIT UPDATE**
Report of the Chamberlain (to follow).

For Information
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **EXCLUSION OF THE PUBLIC**
MOTION – 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

For Decision
8. **NON PUBLIC MINUTES**
To approve the non-public minutes of the Risk Committee of the Barbican Centre Board meeting held on 14 October 2013.

For Decision
(Pages 5 - 6)
9. **OUTSTANDING ACTIONS**
Report of the Town Clerk.

For Decision
(Pages 7 - 8)
10. **RISK REGISTER UPDATE**
Report of the Chief Operating and Financial Officer.

For Information
(Pages 9 - 20)
11. **DEBT MANAGEMENT REPORT**
Report of the Chief Operating and Financial Officer (to follow).

For Information

12. **BARBICAN TICKETING/WEBSITE PROCUREMENT UPDATE**
Report of the Director of Audiences and Development.

For Decision
(Pages 21 - 28)

13. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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Agenda Item 3

RISK COMMITTEE OF THE BARBICAN CENTRE BOARD

Monday, 14 October 2013

Minutes of the meeting of the Risk Committee of the Barbican Centre Board held at the Guildhall EC2 at 3.00pm

Present

Members:

| | |
|---|----------------------------------|
| Deputy John Tomlinson (Chairman) | Brian McMaster (External Member) |
| Deputy Catherine McGuinness (Deputy Chairman) | Keith Salway (External Member) |

Officers:

| | |
|------------------------|------------------------------|
| Matthew Pitt | - Town Clerk's Department |
| Paul Nagle | - Chamberlain's Department |
| Peter Young | - City Surveyor's Department |
| Rob Baker | - The Barbican Centre |
| Michael Dick | - Barbican Centre |
| David Duncan | - Barbican Centre |
| Sandeep Dwesar | - Barbican Centre |
| Leonora Thomson | - Barbican Centre |
| Nicholas Triantafyllou | - Barbican Centre |
| Nigel Walker | - Barbican Centre |

1. APOLOGIES

Apologies were received from Vivienne Littlechild.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

The public minutes and non-public summary of the meeting held on 15 January 2013 were approved.

4. OUTSTANDING ACTIONS

The Committee received a report of the Town Clerk detailing Outstanding Actions.

The Committee discharged the following items: -

Goods Lift
Risk Register & frequency of reporting
Air handling units in the new cinemas
Ticketing and Flying System update

Protocol in the event of HM Queen's Death

The Chief Operating and Financial Officer agreed to look in to the matter of insuring against this event. It was believed that performances would have to be cancelled upon the Queen's death and this represented a significant risk.

London Living Wage (LLW)

Members were concerned that not all catering contracts at the Barbican were covered by the City's recently adopted London Living Wage paper but it was pointed out that remaining contracts were not yet up for renewal and the question of LLW could be addressed at that point.

The Chairman requested that Officers provide an update to Members detailing contracts where London Living Wage enabled.

Flying System

The Operations and Buildings Director informed Members that works had been completed but there was a software glitch that required fixing before the project was given formal sign off. The Director assured Members that performances would not be affected and undertook to keep Members updated.

5. INTERNAL AUDIT UPDATE

The Committee received a report of the Chamberlain providing the Committee with an update on the progress of Internal Audit reviews undertaken at the Barbican Centre since the last report in June 2013.

In response to Member concern over contractors at the Centre missing key performance targets, the City Surveyor and the Chief Operating and Financial Officer both agreed to take these concerns away, examine whether there were issues to be addressed and report back to the next meeting.

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

There were no questions.

7. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

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.

| <u>Item No.</u> | <u>Paragraph No.</u> |
|-----------------|----------------------|
| 9-11 | 3 |
| 12 & 13 | 3 |

9. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 15 January 2013 were approved.

10. **TICKETING UPDATE**

The Committee received a report of the Director of Audiences and Development.

11. **RISK REGISTER UPDATE**

The Committee received a report of the Operations and Buildings Director.

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

There were no questions.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT WHILST THE PUBLIC ARE EXCLUDED**

There was one urgent item relating to protests at the Centre.

The meeting closed at 4.18pm

Chairman

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Agenda Item 8

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 9

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 10

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of the Local Government Act 1972.

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Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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