

RISK COMMITTEE OF THE BARBICAN CENTRE BOARD

Tuesday, 14 October 2014

Minutes of the meeting of the Risk Committee of the Barbican Centre Board held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 14 October 2014 at 1.45 pm

Present

Members:

Deputy Catherine McGuinness (Chairman)	Brian McMaster (External Member)
Deputy John Tomlinson (Deputy Chairman)	Keith Salway (External Member)
Lucy Frew	Jeremy Simons

Officers:

Sir Nicholas Kenyon	Managing Director, Barbican Centre
Sandeep Dwesar	Chief Operating & Financial Officer, Barbican Centre
Michael Dick	Director of Operations & Buildings, Barbican Centre
Leonora Thomson	Director of Audiences & Development, Barbican Centre
Nigel Walker	Security Manager, Barbican Centre
Dominic Smith	Network Manager, Barbican Centre
Nicholas Triantafyllou	IT Business Systems Manager, Barbican Centre
Paul Nagle	Head of Audit & Risk, Chamberlain's Department
Niki Cornwell	Head of Barbican Finance, Chamberlain's Department
Gregory Moore	Town Clerk's Department

1. APOLOGIES

There were none.

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

There were none.

3. MINUTES

The public minutes and summary of the meeting held 10 June 2014 were approved.

4. INTERNAL AUDIT UPDATE

The Committee received a report of the Head of Audit & Risk Management providing an update on the internal audit reviews undertaken between June 2014 and September 2014 as well as further information on the progress being made on the completion of the 2013/14 Internal Audit Plan. An update was also provided in respect of the schedule of planned work for 2014/15

The Head of Internal Audit introduced the report and advised the Committee that since the paper had been published the two draft reports referred to in the summary (*Projects - Extensions of Time* and *Interim Valuations*) had now been finalised, with no red rated recommendations arising from either.

Members queried the description of the box office item within the internal audit scheduled work plan, suggesting that this conflicted with the business model for the Centre. It was agreed that the wording should be altered accordingly.

In response to queries around the planned decrease in the level of audits, the Chief Operating & Financial Officer confirmed that he was content sufficient coverage remained within the programme to provide comfort, adding that there would still be similar level of reviews as took place across other departments.

It was also clarified that the 15 day timeframe detailed for Control Self-Assessments did not include the time in which Barbican Centre staff would be required to fill in forms and so on in advance of audits.

With regard to the outstanding debt to the Centre owed by Searcy's, it was clarified that the Centre would recover 50% of the costs from Searcy's should they be unable to recover the full amount from the debtor. A Member asked if the Committee could be provided with a regular statement of bad debts associated with the Centre; it was agreed that this would come as part of the regular financial review papers and also noted that a write-off report would come to Members in early 2015.

RESOLVED: Members are asked to note the outcome from recent internal audit work and progress against the internal audit planned work.

5. **PROCEDURES IN PLACE IN THE EVENT OF ARTIST CANCELLATIONS**

The Committee received a report of the Director of Audiences & Development summarising the processes put in place in the event of an artist cancelling.

The Committee thanked the Director for the paper, noting that it was helpful in assisting Members to understand the protocols in place and establish what the legal situation would be relative to any cancellations.

During debate, Members stressed the importance of making clear that the Centre reserved the right for understudies or suitable replacements to be brought in, given the possibility of illness or cancellations which were outside the Centre's control. It would be important to make this clear at outset, highlighting this condition on tickets and prior to purchase, as well as on the website in the terms of sale. The Managing Director agreed that the Centre must make sure it was able to protect itself from any legal challenge and financial loss, whilst maintaining a level of reasonableness to audiences.

The Director of Audiences & Development advised that she would consider the best way of ensuring this was put in to practice and report back to Members informally via email.

The Chairman and Deputy Chairman also noted the document listing controversial productions which was being prepared, asking that they be given sight of this list and the opportunity to discuss items.

RESOLVED: That the contents of the report be noted.

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

There were none.

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

There were no urgent items.

8. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100(A) 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 I of the Schedule 12A of the Local Government Act.

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held 10 June 2014 were approved.

10. **OUTSTANDING ACTIONS**

The Board noted the outstanding actions list.

11. **RISK REGISTER UPDATE**

The Committee received a report of the Chief Operating & Financial Officer advising Members of the risk management system in place at the Barbican, updating on the significant risks that had been identified and outlining measures for mitigation of these risks.

12. **EXHIBIT B VERBAL UPDATE**

The Director of Audiences & Development provided the Committee with a verbal update on the latest position around Exhibit B.

13. **BARBICAN IT SECURITY SYSTEMS AND POLICIES**

The Committee received a report of the Chief Operating & Financial Officer detailing the Barbican's current IT Security systems and policies which are in place to protect the Barbican's data.

14. **FINANCIAL APPRAISAL PROCESS**

The Committee received a report of the Chamberlain outlining the financial appraisal processes used by the Chamberlain's Department.

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

There were none.

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

There were no urgent items.

The meeting ended at 3.20pm

Chairman

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