

RISK COMMITTEE OF THE BARBICAN CENTRE BOARD

Monday, 5 November 2018

Minutes of the meeting of the Risk Committee of the Barbican Centre Board held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 5 November 2018 at 3.00 pm

Present

Members:

Deputy Tom Sleigh (Chairman)
Russ Carr (External Member)

Deputy Wendy Hyde
Alisdair Nisbett (External Member)

Officers:

Sir Nicholas Kenyon	- Managing Director, Barbican Centre
Sandeep Dwesar	- Chief Operating & Financial Officer, Barbican Centre
Pat Stothard	- Head of Internal Audit and Risk Management
Jonathon Poyner	- Director of Operations & Buildings, Barbican Centre
Sarah Wall	- Interim Head of Finance, Barbican Centre
Adrian Morgan	- Head of Commercial Development, Barbican Centre
Jackie Boughton	- Head of Business Events, Barbican Centre
Jo Davis	- Head of Retail, Barbican Centre
Neil McConnon	- Head of BIE
Leanne Murphy	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Dr Giles Shilson, Alderman David Graves, Judith Pleasance and Deputy John Tomlinson.

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

Alisdair Nesbitt declared that he was a Trustee of the Barbican Centre.

3. MINUTES

The public minutes of the meeting held on 4 July 2018 were approved.

Matters arising

With regards to the Internal Audit update, the Head of Internal Audit advised that there was no strategy document but a two-year plan listing strategic objectives had been developed and went to the Audit & Risk Committee for approval.

A Member requested a document that reflected how this had been developed highlighting the need for the Committee (and others) to understand the reasoning behind priorities. The Head of Internal Audit advised that this could not be provided until an audit plan was set identifying the terms of reference but

offered to put together a document concerning the process used. He confirmed that all decisions were approved by the Audit & Risk (A&R) Committee.

The Chairman queried who decided what is looked at and when. Members were advised that the planning process began in January with Officers looking at objectives, concerns and previous findings and identify risks feeding the risk register into the process. This was then agreed by the A&R Committee. Members argued that the Committee should feed into the process before plans went to the A&R Committee for approval.

Members agreed transparency around the reasoning of priorities and decisions was needed in the process.

4. **OUTSTANDING ACTIONS**

The schedule of outstanding actions was received and the various updates noted.

RECEIVED.

5. **INTERNAL AUDIT UPDATE**

The Committee received a report of the Head of Internal Audit providing an update on Internal Audit activity undertaken at the Barbican Centre since July 2018. The following comments were made:

- The Head of Audit and Risk Management advised the Committee that the Equalities & Inclusion audit had been finalised and an internal audit had been undertaken. It was noted that there was no direct impact on the Barbican from these audits.
- Members were advised that Appendix 5 set out the status of assignments of the 2018-19 Audit Plan implementing all management decisions and change in dates.
- A Member felt that an item regarding the Trust was needed as this was a different legal entity and therefore required a box of its own for review. It was noted that there was potentially a GDPR risk as the Trust can only operate if the Barbican gave indemnity. The Member therefore felt that this required auditing as there was a contractual arrangement giving the ability to share data. Members were advised that the Corporation's GDPR process was audited. The Head of Audit and Risk Management agreed to look at this offline.
- A Member voiced concern that the new catering contract started in October 2018 and was working without formal agreement being signed. Members were advised that the new contract was not yet signed but it did address all concerns voiced by the Committee. The Committee felt that this should have been dealt with before the contract began and needed to be resolved as soon as possible.

RESOLVED – That Members note the delivery position for the 2017-18 Internal Audit Plan, including audit review outcomes since the last Internal Audit Update report in July 2018, the number of outstanding high priority recommendations, and 2018-19 Audit Plan progress.

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(4) 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.

Item No.
9-14

Paragraph No.
3

9. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 4 July 2018 were approved.

10. **STOCK MANAGEMENT FOR BARBICAN RETAIL AND BARS**

The Committee received a report of the Chief Operating & Financial Officer providing an update on the Internal Audit of the Barbican Retail and Bars operations, with specific reference to stock management issues.

11. **RISK UPDATE**

The Committee received a report of the Director of Operations and Buildings 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. **PROGRAMMING RISK UPDATE**

The Committee received a report of the Artistic Director concerning potential risks associated with forthcoming programmed activities at the Barbican Centre.

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

There were no questions.

14. **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 3.45 pm

Chairman

Contact Officer: Leanne Murphy
tel. no.: 020 7332 3008
leanne.murphy@cityoflondon.gov.uk