



Finance Committee of the Barbican Centre Board

Date: TUESDAY, 13 NOVEMBER 2012
Time: 1.45 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Catherine McGuinness MA
Deputy (Chairman)
John Tomlinson BA MSc (Deputy
Chairman)
Jeremy Paul Mayhew MA MBA
Cllr Guy Nicholson
Matthew Richardson
Jeremy Lewis Simons MSc
Keith Salway (External Member)

Enquiries: Julie Mayer
tel. no.: 020 7332 1410
Julie.Mayer@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**

1. To agree the Public Minutes and Summary of the Barbican Finance Committee held on 11 September 2012.

For Decision

2. To note the draft Public Minutes and Summary of the inquorate Barbican Risk Committee held on 11 October 2012.

For Information
(Pages 1 - 10)

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

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

6. **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 Paragraph 3, Part 1 of Schedule 12A of the Local Government Act.

Item No.

8 - 15

16 – 17

Exemption Paragraph

3

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7. **NON PUBLIC MINUTES**

1. To agree the non-public minutes of the Barbican Finance Committee held on 11 September 2012.

For Decision

2. To note the draft non-public minutes of the inquorate Barbican Risk Committee held on 11 October 2012.

For Information
(Pages 11 - 20)

8. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
For Information
(Pages 21 - 22)
9. **DEVELOPMENT REPORT**
Report of the Head of Development.
For Information
(Pages 23 - 40)
10. **BUSINESS REVIEW - FINANCIAL YEAR 12/13 PERIOD 6**
Report of the Chief Operating and Financial Officer.
For Information
(Pages 41 - 58)
11. **UPDATE ON CAPITAL WORKS**
Report of the Operations and Buildings Director.
For Decision
(Pages 59 - 70)
12. **CAPITAL CAP - RISKS ASSOCIATED WITH PROGRAMME CUTS**
Report of the Managing Director.
For Decision
(Pages 71 - 76)
13. **BARBICAN CENTRE - BUDGET 2013/14**
Report of the Chief Operating and Financial Officer.
For Decision
(Pages 77 - 94)
14. **RISK REGISTER UPDATE**
Report of the Chief Operating and Financial Officer.
For Information
(Pages 95 - 134)
15. **AUTHORITY TO START WORK - FLYING SYSTEM**
Report of the City Surveyor.
For Decision
(Pages 135 - 154)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

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Agenda Item 3

FINANCE COMMITTEE OF THE BARBICAN CENTRE BOARD Tuesday, 11 September 2012

Minutes of the meeting of the Finance Committee of the Barbican Centre Board held at Committee Room - 2nd Floor West Wing, Guildhall on Tuesday, 11 September 2012 at 1.45 pm

Present

Members:

Deputy Catherine McGuinness (Chairman)
John Tomlinson (Deputy Chairman)
Jeremy Mayhew
Cllr Guy Nicholson (External Member)
Matthew Richardson
Keith Salway (External Member)
John Scott
Jeremy Simons

In attendance:

Vivienne Littlechild (Barbican Centre Board)
Christopher Purvis (Barbican Centre Board and Chairman of Development Trust)

Officers:

Mathew Lawrence	- Town Clerk's Department
Julie Mayer	- Town Clerk's Department
Andrew Wild	- City Surveyor's Department
Sir Nicholas Kenyon	- Managing Director, Barbican Centre
Sandeep Dwesar	- Barbican Centre
Peter Martin	- Barbican Centre
Louise Jeffreys	- Barbican Centre
Sean Gregory	- Barbican Centre
Shaun Kerfoot	- Barbican Centre
Leonora Thomson	- Barbican Centre
Lynette Brooks	- Barbican Centre

1. APOLOGIES

There were no apologies

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

- Deputy Catherine McGuinness declared a personal interest as her husband is a Trustee of Cripplegate
- Mr John Tomlinson declared a personal interest as a Trustee of Cripplegate
- Mr Jeremy Mayhew declared a personal interest as a Member of the City Bridge Trust Committee
- Ms Vivienne Littlechild declared a personal interest as a Member of the City Bridge Trust Committee

3. **MINUTES**

The Minutes and Summary of the Barbican Finance Committee held on 2 July were approved as a correct record

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

There were no questions

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

There were no urgent items of business

6. **EXCLUSION OF THE PUBLIC**

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 Paragraph 3, Part 1, Schedule 12A of the Local Government Act.

7. **NON-PUBLIC MINUTES**

The Non-public Minutes of the Barbican Finance Committee held on 2 July were approved as a correct record

8. **OUTSTANDING ACTIONS**

RECEIVED

9. **DEVELOPMENT UPDATE**

RESOLVED

That the Barbican Centre Board be asked to note the comments from the Barbican Finance Committee

10. **BUSINESS REVIEW**

RECEIVED

11. **UPDATE ON CAPITAL WORKS**

RESOLVED, that:

The recommendation set out in the report be approved.

12. **RISK UPDATE**

This report advised Members of the risk management systems in place at the Barbican, updated members on the significant risks that had been identified and measures for mitigating these risks

RECEIVED

13. **CREATIVE LEARNING - FINANCIALS**

The Barbican Centre Board had received this presentation at its meeting on 25 July 2012.

RECEIVED

14. **BARBICAN GARDEN ROOM REFURBISHMENT**

This item was deferred.

15. **EXHIBITION HALL SOFFIT LEAK RECTIFICATION**

RESOLVED, that:

The Barbican Centre Board be recommended to approve Option 2;

16. **FROBISHER CRESCENT PROJECT UPDATE**

RESOLVED, that:

The contents of this report be noted.

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

There were no questions

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

There were no items of business

The meeting ended at 3.20pm

Chairman

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Julie.Mayer@cityoflondon.gov.uk

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RISK COMMITTEE OF THE BARBICAN CENTRE BOARD

Thursday, 11 October 2012

Minutes of an **inquorate** meeting of the Risk Committee of the Barbican Centre Board held at Guildhall on Thursday, 11 October 2012 at 2.00 pm

Present

Members:

John Tomlinson (Chairman)
Deputy Catherine McGuinness (Deputy Chairman) - via telephone conference
Keith Salway (External Member)

Officers:

Sir Nicholas Kenyon	- Managing Director, Barbican Centre
Sandeep Dwesar	- Barbican Centre
Shaun Kerfoot	- Barbican Centre
Peter Martin	- Barbican Centre
Julie Mayer	- Town Clerk's
Paul Nagle	- Chamberlain's
Dan Doherty	- Chamberlain's

1. APOLOGIES

Apologies were received from Brian McMaster and Deputy Catherine McGuinness (Deputy Chairman).

The Town Clerk advised that, due to the absence of the above Members, the Committee was inquorate. However, Deputy McGuinness (Deputy Chairman) was available to join the meeting via telephone conference. Prior to the meeting, the Town Clerk had sought the following legal advice:

Para 39(1) of the Local Government Act states that "...all questions shall be decided by a majority of memberspresent and... voting thereon at a meeting...."

Para 40 requires that "the names of all members present shall be recorded".

Therefore, in the absence of specific legislation extending the definition of "present" to virtual presence, then the normal interpretation i.e. physical presence must apply.

Members also noted that there is specific provision under Companies Act legislation to allow for video conferencing arrangements at Board and Directors' meetings, but that it does not extend to local authority meetings.

Members were reminded that the Barbican Risk Committee had advisory powers to the Board and the reports on this agenda were for information. However, the Minutes from this inquorate meeting would be reported to the Barbican Finance Committee and the Board, as is usual practice.

The Town Clerk reminded Members that the Risk Committee was carrying a vacancy the Deputy Chairman suggested that this be filled at the next Board Meeting. Members agreed and recommended that the Board appoint two Members and that one of these might be the Finance Committee's ex-officio Member of the Board. This would mitigate future risks of the Risk Committee being inquorate.

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 summary of the Risk Committee of the 21 May 2012 were approved, subject to their confirmation by a quorate meeting of the Committee.

The Chairman took Members and Officers through matters arising, some of which would also be cross-referenced under the Outstanding Actions list at item 9. The Chairman suggested and Members agreed that, in future, the list should be split into public and non-public sections.

In respect of 'old contracts', Members noted that the Finance Committee receives this as a regular update and it should therefore be removed from the Risk Committee agenda.

4. **INTERNAL AUDIT UPDATE- SEPTEMBER 2012**

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

An External Member asked that the committee be given an update in respect of the Health and Safety audit review concerned with the Construction Design and Management (CDM) legislation of 2007. Internal Audit explained that there were a number of difference between this and earlier legislation and that these required various changes in respect of departmental project management. This review of the Barbican Centre's practices was the most recent of those carried out in co-ordination with the City's various technical departments, and was done to increase compliance with the legislation, help reduce the likelihood of accidents, and thereby mitigate the risks of fines and/or prosecutions."

Internal Audit commended the Barbican for their co-operation and confirmed that all recommendations had been accepted. The Chairman suggested that CDM be considered for inclusion in the Barbican's Risk Register. The Head of Internal Audit and Risk Management confirmed that the most significant areas of the City where CDM applies had been targeted and offered to provide an information summary for all chief officers. The Chairman suggested that this should also be reported to the central Audit and Risk Management Committee.

The External Member suggested that, as the recommendations had been formulated by 26 July, a final report could have been produced sooner. Officers explained that the usual 4 week response time had been extended to 8 weeks, due to the Olympics.

In response to a further question on the Events Expenditure and Income review, the Head of Audit and Risk Management explained that generic user ID's were kept to a minimum on the Artifax System and this system is not used for authorising payments.

The Chief Operating and Financial Officer explained that closing down accounts for events can take several months following complex theatre productions, given the number of different suppliers, but all transactions are tracked and well documented.

With regard to the forward internal audit programme, in some instances, i.e. a review of box office process and applications, the technical upgrades might impact on audit timetables but not to a significant degree.

RECEIVED

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

There were no questions

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

There were no items of urgent business.

7. **EXCLUSION OF THE PUBLIC**

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 1 of Schedule 12 A (paragraph 3) of the Local Government Act .

8. **MINUTES**

The non-public minutes of 21 May were approved, subject to formal confirmation by a quorate meeting of the Committee.

9. **OUTSTANDING ACTIONS**

The Chairman suggested that future outstanding action lists include the dates on which the action became live. As requested earlier, future lists should also be split into public and non-public sections. The Chairman and Members were pleased to note that all outstanding actions from the meeting of 21 May had been discharged.

RECEIVED

10. **LOSS OF HEATING AND HOT WATER**

This report explained the arrangements for heating and cooling services in place at the Barbican Centre/GSMD

RECEIVED

11. **THEATRE FLYING SYSTEM**

The Interim Buildings Director provided a verbal update.

12. **INSURANCE UPDATE**

This report briefly summarised the City's insurance arrangements for the Barbican Centre.

RECEIVED

13. **FIRE SAFETY UPDATE**

Members received a report of the Interim Buildings Director.

RECEIVED

14. **GOODS LIFT**

The Interim Building Director provided a verbal update on the situation regarding the goods lift.

15. **RISK REGISTER UPDATE**

This report advised Members of the risk management systems in place at the Barbican, the significant risks that have been identified and measures for mitigating them.

RECEIVED

16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY ITEMS OF BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The meeting ended at 3.45pm

Chairman

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Agenda Item 7

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