

Outstanding Actions List Barbican Centre Board and Finance Committee

Action	Notes	Officer/body responsible	Date added	To be completed/ progressed to next stage
Staff terms and conditions	To pursue conversations around potential changes to staff terms and conditions associated with SBR targets.	Head of HR	May 2015 (Board)	Updates to be provided as work progresses.
INVAC arrangements for Members	Member Development Steering Group to be asked to consider offering INVAC training to all Members. Update: INVAC training was offered to Common Councilmen in October 2016; TC to chase date for external Members.	Town Clerk	Jan 2016 (Board)	Town Clerk to chase City Surveyor for session re external Members
Foyer Tour	To arrange tour of revamped foyer spaces once upgraded. Update: The improvements will now not be installed until November due to delays in the construction of the new retail unit; instead, a briefing note describing each current and forthcoming piece will be circulated to Members so they can visit at their leisure when next at the Centre.	Managing Director	May 2016 (Board)	Briefing document circulated with November Board papers.
Frobisher refurbishment	Frobisher residents to be invited to attend opening of newly refurbished area	Head of Business Events	June 2016 (Finance)	To be invited once launch date determined.
Financial Appraisals	Town Clerk to locate report from 2015 detailing financial appraisals arrangements.	Town Clerk	September 2016 (Finance Committee)	Complete – (Report identified and circulated with committee papers.)
Credit Vouchers	Update re application of cut-off policy to be provided.	Chief Operating & Financial Officer	September 2016 (Finance Committee)	Update provided at November meeting.
Risk Register	Risk Committee to review weightings for Risk H&S 002 (failure to deal with emergency/major incident/risk of terrorism)	Risk Committee	September 2016 (Board)	Considered by Risk Committee at 8 November meeting (see Risk minutes).

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Cultural Hub	Report on cultural hub to be produced including updates on under 18 offer and cultural education partnership.	Director of Learning & Engagement	September 2016 (Board)	Director of Learning & Engagement to provide written report for January Board meeting.
Cyber Security	Report to be produced for Risk Committee outlining cyber security arrangements and learning from recent Bishopsgate Institute incident.	Head of IT	September 2016 (Board)	Complete – considered by Risk Committee at 8 November meeting.
Salary Reconciliation / Headcount Totals	Report providing salary reconciliation and headcount totals against original projections to be produced.	Chief Operating & Financial Officer	November 2016 (Finance Committee)	On agenda for January Barbican Finance Committee.
Gallery Figures	Figures relating to Gallery in appendix 5 of the Budget paper to be checked.	Financial Controller	November 2016 (Finance Committee)	Corrected figures set out in Budget paper (Item 16)