

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)	The City Surveyor has advised that a date is being sought in the early 2017 to which all Members and external Members will be welcome.
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.
Cultural Education Partnership and U18 offer	Report 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 oral update at January Board meeting and written report for March.
Salary Reconciliation / Headcount Totals	Report providing salary analysis to be produced.	Chief Operating & Financial Officer	November 2016 (Finance Committee)	Complete – went to January Finance Committee and on Board agenda for information.
Diversity and Inclusion	a) Action plan to be revisited in six months to monitor progress	Head of HR	November 2016 (Board)	a) Work Plan updated accordingly
	b) Informal meeting to discuss action plan to be arranged for interested Members	Town Clerk		b) Expressions of interest sought and obtained, meeting set for 13/2/2017.
	c) Link to online diversity training to be circulated to Board Members when development is complete	Head of HR		c) To be circulated when complete.

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Proposed new Board Member	CV of proposed new Board Member to be circulated to full Board, with request for any comments/queries to be sent to the Chairman.	Town Clerk	November 2016 (Board)	Complete - circulated 25/11/16; reminder sent 16/1/17.
CWP projects	a) Clarification to be sought in respect of bringing forward CWP monies for projects. b) Full list of approved CWP projects to be circulated to Board	Financial Controller Head of Projects	January 2017 (Finance)	TBC Complete – attached as appendix to Update on Capital Works item.
Security	Update on timescales and position in respect of security enhancements sought.	Head of Projects	January 2017 (Finance)	Update to be provided at Board meeting 25/1/17.