

**Outstanding Actions List
Barbican Centre Board and Finance Committee**

Action	Notes	Officer/body responsible	Date added	To be completed/ progressed to next stage
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)	City Surveyor has advised that a date is being arranged for after the summer recess.
Concert Hall Seating Refurbishment	Report to be progressed under delegated authority once outstanding issue resolved with Chamberlain.	Head of Projects	March 2017 (Board)	Complete (approved under delegated authority 31/5/17).
Gender Neutral Toilets	Note concerning guidance for Higher Education institutions in relation to non-binary staff and students to be circulated.	Town Clerk	May 2017 (Board)	Complete (26/5/17)
2017/18 Dates	Full list of meeting dates to be recirculated for information.	Town Clerk	May 2017 (Board)	Complete (26/5/17)
Retail Unit	a) Update on progress of new Retail Unit to be provided. b) New Head of Retail to be asked to attend meeting	Chief Operating & Financial Officer	May 2017 (Board) June 2017 (Finance)	To come as part of Commercial Strategy paper in September 2017.
European Data Legislation	Impact of new EU Data Legislation (GDPR) on development and marketing activity to be captured by risk register.	Chief Operating & Financial Officer.	May 2017 (Board)	Complete (on update Register for 28/6/17 Risk Committee meeting).
Meeting times / locations	To consider possibility of holding one or more Board meetings at Barbican; start times of Committee also to be considered (i.e. move from 10.30am to 11.00am).	Chairman	May 2017	Timings to be considered following July meeting; impact of location shift to be discussed.
Fire Strategy	Summary report on new Fire Strategy to be presented when complete.	Director of Operations & Buildings	June 2017 (Finance)	Currently scheduled for November meetings.