

Schedule of Barbican Centre Live High Priority Recommendations as at mid-December 2020

Recommendation Area	Priority	Status	Original Target Date	Revised Target Date	Comment
<p>1. <u>IT Projects (MK 3150):</u> In rolling out the use of Project Initiation Forms for non-strategic IT projects:</p> <ul style="list-style-type: none"> • Consideration should be given to the development of guidance to aid PIF completion, including identification of mandatory content. • Project documentation should contain a clear line of sight between project objectives and the related strategic goals, facilitating evaluation of delivery. 	Amber	Overdue	31/01/2020	31/01/2021	<p><u>Internal Audit Comment:</u> Overdue against original target date. Revised target date has been moved from 31/12/2020 to 31/01/2021. Follow-up to be carried out in February 2021.</p> <p><u>Barbican Management Update:</u> Revised date - 31 Jan 2021. A meeting took place on the 19th November with the Technology Project Strategic Leads to discuss the PIF process. It was agreed that they would use the same PIF for all projects. Awaiting minutes from this meeting for final sign off.</p>
<p>2. <u>Events (MK 3181):</u> The Visual Arts Department should investigate development of a contract template for co-commissioning partnerships, liaising with the Comptroller and City Solicitor's Department as appropriate</p>	Amber	Overdue	15/10/2020	30/09/2021	<p><u>Internal Audit Comment:</u> Overdue against original target date. Follow-up to be carried out in October 2021.</p> <p><u>Barbican Management Update:</u> As we have not done any co-commissioning and are not planning on any in the near future this has not been a priority. It will be actioned before we engage in this type of contract again.</p>

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<p><u>3. Corporate Memberships & Sponsorship (MK 3272):</u></p> <p>An internal exercise/value for money assessment in respect of the Barbican's corporate Sponsorship and Membership schemes, incorporating the cost of service provision versus the benefits realised should be undertaken.</p>	Amber	Overdue	30/11/2020	31/12/2020	<p><u>Internal Audit Comment:</u> Overdue against original target date. Follow-up to be carried out in January 2021.</p> <p><u>Barbican Management Update:</u> The work has not commenced. We have recently lost a team member so it's unlikely we will commence this work until the recruitment process is complete (hopefully by week ending 20 November).</p>
<p><u>4. Bars (MK 3534):</u></p> <p>The Bar Operations Manager should ensure that where monthly 'unknown stock losses' exceed target of 1%, the variances are investigated with agreed actions documented and tracked through to implementation.</p>	Amber	Due	23/10/2020	N/A	<p><u>Internal Audit Comment:</u> The Bars operation has not been trading due to the restrictions of the Coronavirus pandemic. Internal Audit follow-up activity will be undertaken once full trading has resumed.</p>
<p><u>5. Bars (MK 3536):</u></p> <p>The Bar Operations Manager should introduce monitoring arrangements to ensure that all bar sales transactions are processed via the EPOS terminals, as part of the Barbican Centre's move to 'cashless' operations. This could include undertaking sales trends analysis for each Member of Staff.</p>	Amber	Due	23/10/2020	N/A	

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<p><u>6. Bars (MK 3537):</u> The Bar Operations Manager should introduce arrangements for monitoring void transactions processed by Bar Staff through the EPOS terminals to ensure they represent valid transactions.</p>	Amber	Due	23/10/2020	N/A	
<p><u>7. Bars (MK 3538):</u> The Bar Operations Manager should introduce arrangements for monitoring levels of refunds under the Bars' cashless operations for the purposes of detecting fraudulent refunds being issued.</p>	Amber	Due	23/10/2020	N/A	