

Schedule of Barbican Centre Live High Priority Recommendations as at mid-June 2022

Recommendation Area	Priority	Original Target Date	Revised Target Date	Status & Comments
IT Projects – finalised January 2020				
<p><u>1. 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	31/01/2020	31/01/2021	<p><u>Internal Audit Comment:</u> Partially Implemented and overdue against revised target date. Implementation evidence (PIF form and associated guidance) required in order to assess as fully implemented.</p>
Facilities Management & Maintenance – finalised March 2021				
<p><u>2. Facilities Management & Maintenance (MK 3650)</u> The Head of Engineering Projects should determine appropriate productivity targets and wider performance measures for the Engineering Team and implement a framework for monitoring performance accordingly, in order to drive the necessary improvements in performance.</p>	Amber	30/09/2021	30/09/2022	<p><u>Internal Audit Comment:</u> A second follow-up exercise has recently been carried out and confirmed implementation slippage. Revised target dates have been amended from March – June 2022 to 30/09/22, in line with the management update.</p>
<p><u>3. Facilities Management & Maintenance (MK 3652)</u> The Head of Engineering and Projects should ensure that the accuracy and completeness of Programmed Maintenance tasks within the Micad and Agility systems are periodically verified.</p>	Amber	31/05/2021		<p>A third follow-up exercise will be carried out in October 2022.</p>
<p><u>4. Facilities Management & Maintenance (MK3656)</u> The Head of Engineering and Projects should implement a framework for monitoring the quality of Programmed Maintenance, completed by both Skanska and the Engineering Team.</p>	Amber	15/07/2021		

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<u>5. Facilities Management & Maintenance (MK 3660)</u> The Head of Engineering and Projects should ensure that all water management tasks are set out within the Programmed Maintenance Schedules.	Amber	31/05/2021		
<u>6. Facilities Management & Maintenance (MK 3661)</u> The Head of Engineering and Projects should implement an appropriate action plan to ensure that all outstanding all Gas Safety, Electrical Safety and Water Management tasks are completed.	Amber	15/07/2021		
<u>7. Facilities Management & Maintenance (MK 3664)</u> The Head of Engineering and Projects should implement a framework for monitoring the quality of Reactive Maintenance, completed by both Skanska and the Engineering Team.	Amber	15/07/2021		
<u>8. Facilities Management & Maintenance (MK 3665)</u> The Head of Engineering and Projects should ensure that the skills analysis exercise is completed in an appropriate timeframe.	Amber	30/09/2021		
<u>9. Facilities Management & Maintenance (MK 3666)</u> The Head of Engineering and projects should enhance monitoring arrangements to ensure that quoted works are subject to approval prior to works being initiated.	Amber	31/05/2021		
<u>10. Facilities Management & Maintenance (MK 3667)</u> The Head of Engineering and Projects should implement arrangements for verifying the accuracy of reactive maintenance tasks recorded as 'completed' in Micad.	Amber	31/05/2021		

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<u>Online Shop & Branded Merchandise – finalised January 2022</u>				
<u>11. Online Shop & Branded Merchandise (MK 3915)</u> Clear and measurable business objectives should be set in respect of branded products to facilitate decision-making, performance monitoring and reporting in respect of the contribution of these products to strategic plan delivery.	Amber	28/02/2022	31/05/2022	<u>Internal Audit Update:</u> It is understood that action is being taken to address this recommendation and evidence is expected shortly.
<u>Fire Safety – finalised April 2022</u>				
<u>12. Fire Safety (MK 3995)</u> The Head of Engineering and Projects should revise the Barbican Centre's Planned Maintenance activity to ensure that maintenance undertaken in respect of Smoke Ventilators (weekly) and Gas Suppression Systems (every six months), is scheduled in accordance with the requirements of the City's Corporate Fire Policy.	Amber	30/06/2022	N/A	<u>Internal Audit Update:</u> Follow-up to be carried out in August 2022.
<u>13. Fire Safety (MK 3996)</u> The Head of Engineering and Projects should instigate appropriate monitoring arrangements to ensure that the Compliance Monitoring Schedule is updated on a monthly basis, as required.	Amber	30/04/2022	N/A	
<u>14. Fire Safety (MK 3997)</u> The Head of Engineering and Projects, in conjunction with the Operations Manager (Health and Safety) should overhaul the Barbican Centre's Fire Safety management record keeping arrangements to ensure they are fit for purpose. This could include implementing a Health and Safety Management System.	Red	31/07/2022	N/A	
<u>15. Fire Safety (MK 3998)</u> The Head of Engineering and Projects should implement arrangements for tracking the completion of remedial actions arising from Fire Safety maintenance undertaken.	Amber	30/06/2022	N/A	

Appendix 4

Recommendation Area	Priority	Original Target Date	Revised Target Date	Status & Comments
<u>16. Fire Safety (MK 4000)</u> The Continual Improvement Manager - Sustainability should develop appropriate monitoring arrangements to ensure that audit reports are received on a timely basis for all Fire Safety Compliance audits undertaken.	Amber	30/04/2022	N/A	
<u>17. Fire Safety (MK 4001)</u> The Continual Improvement Manager – Sustainability, should regularly reconcile the actions required as per Fire Safety Compliance Audits, to the Fire Safety Action Plan.	Amber	30/04/2022	N/A	