

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

Recommendation Area	Priority	Original Target Date	Revised Target Date	Status & Comments
Facilities Management & Maintenance – finalised March 2021				
<p><u>1. 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	TBC	<p><u>Internal Audit Comment:</u> A third follow-up exercise has recently been carried out and confirmed implementation slippage, with 5 issues outstanding.</p> <p>A management comment has been obtained and is shown at Appendix 4.</p>
<p><u>2. 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><u>3. 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.</p>	Amber	15/07/2021		
<p><u>4. 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.</p>	Amber	30/09/2021		
<p><u>5. 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.</p>	Amber	31/05/2021		

Recommendation Area	Priority	Original Target Date	Revised Target Date	Status & Comments
<u>Fire Safety – finalised April 2022</u>				
<p><u>6. 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.</p>	Amber	30/06/2022	N/A	<p><u>Internal Audit Update:</u> A first follow-up exercise was carried out in August 2022 and revised target dates have been received in respect of the outstanding issues.</p> <p>A second follow-up is scheduled for November 2022.</p>
<p><u>7. 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.</p>	Red	31/07/2022	N/A	
<p><u>8. 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.</p>	Amber	30/06/2022	N/A	
<u>Cyber Security – finalised September 2022</u>				
<p><u>9. Cyber Security: Policy & Procedural Review (MK 4028)</u> The Head of IT should adopt a systematic approach to reviewing and updating existing policies, procedures, and guidance; content should be rationalised to aid understanding and avoid unnecessary duplication.</p> <p>Existing policies and procedures should be reviewed and updated in line with the new Cyber Security Strategy once this is finalised and approved. This should be done in line with the updated 10 steps to Cyber Security, as per the National Cyber Security Centre's (NCSC) website.</p>	Amber	31/10/2022	N/A	<p><u>Internal Audit Update:</u> A first follow-up exercise has been scheduled for December 2022, as all but one of the recommendations are due to have been implemented by that time.</p>

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Where CoL Policies are referenced / published on the Barbican Centre and intranet site, these need to be reviewed and updated to ensure the latest policies are used and that there is no duplication or conflict between policies.				
<u>10. Cyber Security: Leaver Access (MK 4042)</u> The Service Desk Manager should, in conjunction with the Barbican Centre's Human Resources function, ensure that appropriate monitoring arrangements are in place to ensure that the access rights of staff leavers are disabled within required timeframes, taking appropriate action to resolve non-compliance as required.	Amber	31/10/2022	N/A	
<u>11. Cyber Security: Auto-Disable Function (MK 4052)</u> Barbican Centre's Information Security and Infrastructure Manager should implement the 'auto-disable' function at the earliest opportunity.	Amber	31/08/2022	N/A	
<u>12. Cyber Security: Account Lockouts (MK 4044)</u> The Barbican Centre's Information Security and Infrastructure Manager should make the necessary changes to the Centre's IT infrastructure to require account lockouts to be reset by the Information Security and Infrastructure Team.	Amber	31/08/2022	N/A	