

<b>Committee(s):</b>	<b>Date(s):</b>
Audit and Risk Management Committee	5th March 2013
<b>Subject:</b> Managing Risks for Exhibitions with valuable displays	<b>Public</b>
<b>Report of:</b> Chamberlain	<b>For Information</b>
<p><b>Summary</b></p> <p>The City of London Corporation displays many Art works and Exhibits to the public in order to support the City's objective of providing a Vibrant and Cultural City. Strict arrangements are in place for both the security and for the care of the items, whether they are City owned or loaned for exhibition purposes. Adequate insurance arrangements are in place and advice is also sought from the National Security Adviser regarding the minimisation of risk for loans under the Government Indemnity Scheme. As a result our arrangements are satisfactory and the risks associated with the Arts and Exhibits are at an acceptable level.</p> <p><b>Recommendations</b></p> <p>Members are to consider the contents of this report and the low risk assessment in the management of exhibitions with valuable displays.</p>	

## Main Report

### **Background**

1. Following discussion at the December 2012 Audit and Risk Management Committee of the report on the Bride and Bachelors Exhibition at the Barbican Art Gallery, Members requested a general report to review arrangements of the Guildhall Art Gallery and anywhere else within the City Corporation with valuable exhibits. This report also covers other eventualities such as the risk of fire, theft or damage.

### **Guildhall Art Gallery**

2. The Guildhall Art Gallery is open to the public, generally free of charge, with charges only being applied for some specific exhibitions when exhibits are obtained on loan from other collections. As with all Galleries there is an inherent risk of damage to art work and exhibits. Whilst damage limitation is possible, for example, by glazing paintings, or by putting barriers or screens in front of artworks, this is not always possible or desirable. When these measures are taken then the enjoyment of the cultural offer may not be fully appreciated by

members of the public and as such a high degree of access is granted, this also supports the City's objective to provide a Vibrant and Cultural City.

3. Prior to accessing the Art Gallery the front entrance has three full-time, certified security staff who enforce regulations and scan all bags carried by visitors entering the building. Regular monitoring is also undertaken by the National Security Adviser (NSA), who works for the Arts Council. The NSA has advised that the Guildhall Art Gallery is a fit and proper institution to display works of art on loan, under the Government Indemnity Scheme, from Government Collections, e.g. National Portrait Gallery and Tate Britain. The NSA also authorises the loan of paintings on the basis that the security at the Gallery is satisfactory.
4. The security desk has CCTV monitors which are actively and regularly checked by one of the two members of security staff on duty at the front entrance. Images from these CCTV monitors are also relayed to the Guildhall Security Control Room. Gallery staffs also patrol areas to observe and check on activity throughout the day.
5. The risk of theft is considered low due to the 24 hour security presence and the items on display being mostly very large paintings, which would cause difficulty to anyone trying to conceal or remove them off site. Smaller works are either mirror plated or fitted with security fixings.
6. The Guildhall Art Gallery is only a 5 minute walk from Wood Street Police Station, so the emergency response by City Police would be quicker than in many comparable galleries. Information on crime trends and best practice advice is also provided by the London Museums Security Group which is administered by the Metropolitan Police's Art and Antiques Unit, of which the Culture, Heritage and Libraries staff are active members.

## **Mansion House**

7. Mansion House holds two major collections, both of which are securely kept and maintained. The building has strict entry requirements for all staff and guests and security arrangements are adapted in accordance with events or dinners being held. Both of the major collections have their own security arrangements in place to keep items secure and safe.
8. The donated plate collection is held within a vault with key code steel door access. The room is monitored through a dedicated 24/7 security system and is regularly monitored by security officers. Because of the value of the collection, an annual plate collection check is undertaken by internal audit.
9. The Harold Samuel collection, which is an 84 piece art collection, is displayed throughout Mansion House. Each artwork has tiny tags, which are used to determine the environmental conditions of the room ensuring the right humidity and temperature is kept to at all times.

10. A two phase fire alarm system is in place, checked on a six monthly basis, with weekly tests as per the norm in other City Corporation buildings. The two phase fire alarm system helps to distinguish between general faults and actual fire alerts based on the sound generated. Access to and around the building is tightly controlled through 24 hour CCTV surveillance, with monitors being housed within the buildings security lodge.

### **Fire risk**

11. The Regulatory Reform (Fire Safety) Order 2005 requires fire risk assessments to be carried out at all City of London premises. Each department is responsible for carrying out fire risk assessments of its properties. Risk assessments may be undertaken internally by officers with appropriate training or departments may employ external consultants. Mansion House undergoes a fire risk assessment on a 6 monthly basis, with the last assessment ending December 2012. The Guildhall complex, including the Art Gallery was recently inspected by consultants: 'The Fire Protection Association'.

12. It is understood from City Surveyor's Department that the Guildhall Art Gallery's fire alarm system will be renewed in the next 2 years as part of an overall improvement to the Guildhall complex's system.

### **Insurance**

13. The City of London's Fine Art Insurance Policy was recently put out to tender. Valuations are updated annually, recognising that values can go down as well as up according to trends in the arts market.

14. In the last 3 years (excluding the Barbican Art Gallery) there have only been 3 claims made on the Fine Art Policy, totalling some £3,000 all of which relate to minor damage, with the last claim being made in September 2011.

15. Whenever works of art are moved outside the Guildhall complex, the Insurance Team of Chamberlain's Department is informed so that insurers are kept aware of the location of items (particularly where individual items or the total value at one location are of particular high value).

16. When works of art are borrowed from Guildhall Art Gallery, the insurance for their removal is the responsibility of the borrowing institution. Exhibition and other loans are subject to contract, and all handling/ transport is undertaken by approved specialist fine art carriers.

### **Disaster Recovery**

17. Business Continuity Plans and Emergency Response Plans are managed locally within departmental areas with advice from Town Clerk's Department. The Guildhall Art Gallery liaises with the London Fire Brigade regarding recovery and disaster exercises, through City Surveyor's Department, with the next exercise scheduled to take place in March 2013.

## **Other areas**

18. Risks are well managed in the loaning of exhibits as these are thoroughly assessed prior to lending. Some of the Guildhall Art Gallery's collection is on display in other City buildings, such as the Old Bailey, Guildhall School of Music and Drama, and so on. This is done on a hiring basis similar to other works of art being lent to exhibitions world-wide.
19. Regular facilities reports, security reports and environmental readings are received from potential venues. Where security is identified as inadequate loans are not followed through - or for existing venues, works are removed if re-assessments of security provisions identify levels have fallen below required levels. Independent insurance assessment of security provisions can also be requested if required. Also there is an upper limit on individual loan item values to reduce risk further.

## **Conclusion**

20. Arts and Exhibits held within the City are managed at a high level with strict arrangements in place for security and the upkeep of valuables. Our insurers have not raised any concerns with the procedures at the Guildhall Art Gallery or Mansion House and continue to provide us with cover to manage the financial risk we face. As such this is an area of low risk, and Members are asked to note the contents of this report.

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