

RISK COMMITTEE OF THE BARBICAN CENTRE BOARD

Wednesday, 25 January 2017

Minutes of the meeting of the Risk Committee of the Barbican Centre Board held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 25 January 2017 at 9.30 am

Present

Members:

Deputy John Tomlinson (Deputy Chairman), in the Chair
Russ Carr
Sir Brian McMaster
Keith Salway
Wendy Hyde

In Attendance

Officers:

Sir Nicholas Kenyon	- Managing Director, Barbican Centre
Sandeep Dwesar	- Chief Operating & Financial Officer, Barbican Centre
Sean Gregory	- Director of Learning & Engagement, Barbican Centre
Louise Jeffreys	- Director of Arts, Barbican Centre
Jonathon Poyner	- Director of Operations & Buildings, Barbican Centre
David Duncan	- Head of Customer Experience, Barbican Centre
Steve Eddy	- Head of HR, Barbican Centre
Sheree Miller	- Customer Experience Manager, Barbican Centre
Nigel Walker	- Head of Security, Barbican Centre
Debbie Hackney	- Financial Controller, Barbican Centre
Pat Stothard	- Head of Internal Audit and Risk Management, Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Gregory Moore	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Judith Pleasance and Deputy Dr Giles Shilson.

2. DECLARATIONS BY MEMBERS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA

There were none.

3. MINUTES

The public minutes of the meeting held on 8 November 2016 were approved.

4. **OUTSTANDING ACTIONS**

The schedule of outstanding actions was received and the various updates noted.

RECEIVED.

5. **INTERNAL AUDIT UPDATE**

The Committee received a report of the Head of Internal Audit & Risk Management providing an update on Internal Audit activity undertaken at the Barbican Centre between November 2016 and January 2017, as well as a status update in respect of the schedule of planned work for 2016-17. Members' views were also sought on the proposed coverage and timing set out in the Draft Internal Audit Plan 2017-20.

A Member queried the scheduled "Customer Experience" review, suggesting that this and other similar areas might not represent the best use of Audit officers' particular skills or expertise. He observed that Internal Audit's expertise would be more appropriately applied in respect of issues related to financial controls and assurance, rather than on these more subjective or specialist areas.

The Head of Internal Audit noted the point but advised that Public Sector internal audit standards required them to look at a range of areas, not just financial controls. Accordingly, they tried to ensure comprehensive coverage across a number of areas which, whilst always including financial aspects, also scrutinised other management issues. He reassured the Committee that the audit team did not engage in work outside of its areas of expertise and that audits in areas such as customer experience would focus on the governance and internal controls within these areas. By way of example, he highlighted that in this specific instance the focus would be on data management related to customer satisfaction and the verification of relevant processes and statistics, rather than suggestions as to improving customer satisfaction itself.

In response to further queries, it was confirmed that the audit time allocated to the Barbican would be approximately 45 days, which was the same as the past year. It was also clarified that items such as payroll would be captured as part of wider corporate audits and that any Barbican-specific recommendations would be highlighted to the Risk Committee whenever they arose.

RESOLVED: That the status of planned audit work for 2016-17, the live high priority recommendations position, and audit plan proposals for 2017-20 all be noted.

6. **HEALTH & SAFETY: ANNUAL UPDATE**

The Committee received a report of the Director of Operations & Buildings providing an update on the Centre's Health and Safety activities and provision over the last year.

It was advised that the matter of risk assessments associated with Chamberlain's staff at the Barbican was not yet resolved and Members asked that the Committee be updated when progress was made in this area.

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7. **DIVERSITY & INCLUSION**

The Committee received a report of the Head of HR presenting the Diversity & Inclusion plan for the Barbican and highlighting the key areas of focus for the next six months.

The Committee noted that this was potential area of risk, particularly in terms of any implementation failures, and that an informal meeting had been scheduled for 13 February to discuss this. Further updates would be brought to the Committee in due course.

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8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

10. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

Item No.

11 - 16

Paragraph No.

3

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 8 November 2016 were approved.

12. **RISK REGISTER**

The Committee received a report of the Chief Operating & Financial Officer advising Members of the risk management system in place at the Barbican, updating on the significant risks that had been identified and outlining measures for mitigation of these risks.

13. **PROGRAMMING RISK UPDATE**

The Committee received a report of the Director of Arts concerning forthcoming programmed activities which might potentially pose reputational risks.

14. **CARBON MONOXIDE INCIDENT: LESSONS LEARNT**

The Committee received a report of the Chief Operating & Financial Officer providing an analysis and lessons learnt from an incident involving a carbon monoxide alert at the Barbican Centre.

15. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There was one question.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

The meeting ended at 10.30 am

Chairman

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