

## RISK MANAGEMENT STEERING GROUP

### Minutes of Meeting held at Meeting Room 2, Municipal Buildings, Llandeilo Friday, 23rd November 2018.

<b>Members Present:</b>			
Helen Pugh (Chair)	Corporate Services	Head of Revenues and Financial Compliance	HLP
Cllr David Jenkins	Executive Board Member (Corporate Services)	Executive Board Risk Champion	DJ
Jonathan Fearn	Environment	Chair of Property & Liability Risks Working Group	JF
Simon Davies	Education & Children	Education & Children Risk Champion	SD
Julie Standeven	Corporate Services	Principal Risk Officer	EJS
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Jackie Bergiers	Chief Executive's	Lead Business Partner (H&S)	JB
John M Williams	Chief Executive's	ICT Operational Delivery Manager	JMW

<b>Item No</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b>                      Stephen G Pilliner – Chair of Transport Risks Working Group                      Alan Howells – Environment Risk Champion                      Adryan Jones – Strategic Advisor (H&amp;S), Chief Executive's                      Richard Davies – Principal Officer, Communities                      Sue P John – School Organisation and Admissions Manager, Education &amp; Children                      Kelvin Howell – Building Manager (Minor Works), Environment                      Nicola J Evans – Business Support Manager, Regeneration &amp; Policy</p>	
<b>2.</b>	<p><b>Minutes of Last Meeting</b>                      The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Wednesday, 4th July 2018, were confirmed as a true record.</p>	
<b>2.1</b>	<p><b>Matters arising from Risk Management Steering Group Minutes.</b></p>	
<b>2.1.1</b>	<p><b>Fire Management Review</b>                      HLP advised that discussions ongoing with <i>Rescue 365</i> to consider review options.                      Possible other options include:</p> <ul style="list-style-type: none"> <li>• Peer Review</li> <li>• Framework Contractors</li> <li>• H&amp;S Consultant</li> <li>• Internal Audit Review</li> </ul>	

<b>2.1.2</b>	<b>Claims Statistics</b> Claims statistics to be included as Agenda item at next meeting of the Group.	<b>EJS</b>
<b>3.</b>	<b>Minutes of Contingency Planning Working Group Meeting – 6<sup>th</sup> November 2018</b> The Minutes were noted.	
<b>3.1</b>	<b>Matters arising from Contingency Planning Working Group Minutes</b>	
<b>3.1.1</b>	<b>Business Impact Analysis / Business Continuity Plans</b> CPWG members to be reminded that review of BIAs and BC Plans to be completed by 14 <sup>th</sup> December 2018.	<b>EJS</b>
<b>3.1.2</b>	<b>IT Priority Systems</b> CPWG members to be reminded that all departments need to consider how they would continue to provide services in the event of an IT Systems failure. Target Date : 14 <sup>th</sup> December 2018	<b>EJS</b>
<b>3.1.3</b>	<b>Corporate / Service Risk Registers</b> HLP advised that <ul style="list-style-type: none"> <li>• the Corporate Risk Register was received by Audit Committee on 28<sup>th</sup> September 2018.</li> <li>• The 2018 Corporate Risk Register to be reviewed by Corporate Management Team – February 2019</li> <li>• Service Risk Registers to be reviewed as part of the Business Planning Process – Target Date : 30<sup>th</sup> November 2018</li> <li>• Wales Audit Office to complete a review of the Council’s Risk Management arrangements</li> <li>• Safeguarding Risk Register is administered by the Performance, Analysis and Systems Unit of the Communities Department</li> </ul>	
<b>4.</b>	<b>Minutes of Property &amp; Liability Risks Working Group Meeting – 26<sup>th</sup> October 2018</b> The Minutes were noted.	
<b>4.1</b>	<b>Matters arising from Property &amp; Liability Risks Working Group Minutes</b>	
<b>4.1.1</b>	<b>QE High</b> The School have confirmed the successful completion of Phase 1 of the installation of Open Plan Toilets. Report and bid for Phase 2 to be considered at next meeting of RMSG.	
<b>4.1.2</b>	<b>Alarm Receiving Centre</b> EJS to discuss with the Council’s Brokers the transfer of the Careline service to a Local Authority Trading Company. Update to be provided at next meeting.	<b>EJS</b>
<b>4.1.3</b>	<b>Ysgol Gwennllian</b> A request had been made by the School for the Group to review its decision to reject the bid to rebuild a section of the boundary wall. It was agreed that the Group’s decision be upheld as this was a maintenance issue and did not fall within the remit of the RMSG.	

<b>5.</b>	<b>Minutes of Transport Risks Working Group Meeting – 8<sup>th</sup> November 2018</b> The minutes were noted.	
<b>5.1</b>	<b>Matters arising from Transport Risks Working Group Minutes</b>	
<b>5.1.1</b>	<b>Traffic Management Review of School Sites</b> JB advised that the review is ongoing following the completion of the <i>Whole Site Risk Assessment</i> by Schools. Update to be provided at next meeting.	<b>SD/JB</b>
<b>6</b>	<b>Minutes of CCTV Officer Working Group Meeting – 8th June 2018</b> The minutes were noted.	
<b>6.1</b>	<b>Matters arising from CCTV Officer Working Group Minutes</b>	
<b>6.1.1</b>	HLP advised that progress is being made to complete the Corporate CCTV Policy and Register. Regulation of Investigatory Powers Act (RIPA) training being arranged.	
<b>7</b>	<b>Bids for Financial Assistance</b>	
<b>7.1</b>	<b>CEX – ICT – Digital Transformation Project Officer</b> This bid related to the funding for a post of Digital Transformation Project Officer for 1 year to focus on information management. It was agreed that the Corporate Bid (i.e 100% of the estimated cost) be approved in principle, subject to the successful outcome of the pilot currently underway.	
<b>7.2</b>	<b>COMM – Extension of RM Bid 344 – Digitising of Museum Management Records – Documentation Assistant</b> This bid related to the funding of a Documentation Assistant post within the Carmarthenshire Museum Service for the purpose of digitising a backlog of museum management records and auditing collections. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
<b>7.3</b>	<b>COMM – Purchase of Lone Working GPS/Man-Down System for Pembrey Country Park</b> This bid related to the purchase of a Lone Working GPS/Man-Down System for use by the Ranger Team at Pembrey Country Park. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
<b>7.4</b>	<b>E&amp;C – St John Lloyd School</b> This bid related to the provision of fencing at the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
<b>7.5</b>	<b>E&amp;C – Ysgol Llanddarog</b> This bid related to the provision of fencing at the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
<b>7.6</b>	<b>E&amp;C – Ysgol Llechyfedach</b> This bid related to the provision of pedestrian gates at the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	

<b>7.7</b>	<b>E&amp;C – Bryngwyn School</b> This bid related to the provision of safety barriers at the main entrance of the School. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.	
<b>7.8</b>	<b>E&amp;C – Ysgol Y Ddwylan</b> This bid related to the installation of a sterile main entrance/foyer at the School. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. School to monitor the position for 3 months following the implementation of <i>Parent Pay</i> and provide a report to the next meeting of the Group. JB to provide details to be recorded by the School.	
<b>8</b>	<b>Any Other Business</b>	
<b>8.1</b>	<b>School Bids for consideration – Revised Procedure</b> It was agreed that all future bids from Schools must be submitted via the School Organisation and Admissions Manager.	
<b>8.2</b>	<b>Insurance Tender – 2019</b> HLP advised that the Council’s insurance policies will be the subject of a tender exercise at the 2019 renewal	
<b>9</b>	<b>Next Meeting</b> Date to be advised.	