

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Conservatory East, Building 8, Parc Dewi Sant Wednesday, 4th January 2017.

Members Present:			
Phil Sexton (Chair)	Corporate Services	Head of Audit, Risk & Procurement	PS
Cllr David Jenkins	Executive Board Member (Corporate Services)	Executive Board Risk Champion	DJ
Jonathan Fearn	Environment	Chair of Property & Liability Risks Working Group	JF
Stephen Pilliner	Environment	Chair of Transport Risks Working Group	SP
Helen Pugh	Corporate Services	Risk Champion	HLP
Alan Howells	Environment	Risk Champion	AH
Mark Stephens	Marsh UK Ltd	External Risk Partner	JS
Julie Standeven	Corporate Services	Principal Risk Officer	EJS
Adryan Jones	Chief Executive's	Strategic Advisor (H&S)	AJ

Item No	Subject	Action
1.	Apologies Lyn Walters – Communities Risk Champion Richard Stradling – Communities (Leisure) Risk Champion Richard Davies – Principal Officer, Communities Heidi Font – Chief Executive's Risk Champion Stephanie R Williams – Education & Children Risk Champion	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Wednesday, 14th September 2016, were confirmed as a true record.	
3.	Matters arising from Risk Management Steering Group Minutes.	
3.1	Risk Healthcheck / Corporate Risk Register PS advised that the Corporate Management Team meeting scheduled for 17 th January 2017 will include a workshop which will be facilitated by Zurich Risk Engineering UK. The purpose of the workshop is to review and challenge the content of the Corporate Risk Register to ensure that it properly reflects the key Strategic Risks facing the Authority. Update to be provided at next meeting.	PS/HLP

3.2	<p>MV Statistics – Claims & Complaints</p> <p>SP advised that the new refuse vehicles had been operative since 31st October 2016. The vehicles incorporate high specification safety features and feedback from drivers has been positive.</p> <p>As at 31st October 2016 the annualised accident rate was 24%.</p> <p>SP advised that this compares very favourably for a commercial fleet and links to the pro-active work of the Transport Division working with Departments over the years to introduce a range of Risk Management initiatives. PS highlighted that the accident rate was 43.8% prior to the various interventions and initiatives (circa 2000).</p>	
4.	<p>Minutes of Property & Liability Risks Working Group Meeting – 7th December 2016</p> <p>The Minutes were noted.</p>	
4.1	<p>Matters arising from Property & Liability Risks Working Group Minutes</p>	
4.1.1	<p>Security & Fire Alarms</p> <p>JF advised that a risk matrix exercise is ongoing to establish the current status of alarms at County Premises.</p> <p>Representatives of the Property & Liability Risks Working Group to meet with the Authority’s Property Insurers to discuss the minimum standards required to achieve Alarm Receiving Centre status.</p>	
5	<p>Minutes of Transport Risks Working Group Meeting – 13th December 2016</p> <p>The minutes were noted.</p>	
5.1	<p>Matters arising from Transport Risks Working Group Minutes</p>	
5.1.1	<p>Bump Cards</p> <p>SP advised that bump cards are being placed in Corporate vehicles as part of the vehicle maintenance cycle. The bump cards provide all the relevant details which need to be provided to a third party in the event of an accident, to ensure an efficient and cost effective repair and management of any claims arising.</p>	
5.1.2	<p>Claims & Underwriting Exchange (CUE)</p> <p>CUE is a central database of motor, home and personal injury incidents reported to insurance companies which may or may not have given rise to a claim. SP advised that the Authority’s Motor Insurers and/or Brokers had been approached to provide a presentation to staff to explain the purpose and implications of CUE.</p>	

6.	Bids for Financial Assistance	
6.1	E&C – St John Lloyd School This bid related to the provision of fencing at St John Lloyd School. It was noted by the Group that this was a retrospective bid and did not comply with the procedures of the Risk Management Steering Group. It was agreed that the bid could not be supported and the bid was rejected.	
6.2	E&C – Dafen Primary School This bid related to the provision of fencing and gate access at Dafen Primary School. It was agreed that the Departmental Bid for £2,330 (50% of the estimated gross cost of £4,659) be approved.	
6.3	E&C – Bryngwyn School This bid related to the installation of a Magna Locks access control system. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. The Council’s Health & Safety Officer to investigate and report back to the Group.	
6.4	E&C – Glan Y Mor School This bid related to the replacement of windows in the Sports Hall at Glan Y Mor School. The Group considered that this was a maintenance issue and did not fall within the remit of the Risk Management Steering Group. It was agreed that the bid could not be supported and the bid was rejected.	
6.5	ENV – School Catering Service This bid related to the replacement of ventilation canopies in school kitchens. The Group considered that this was a maintenance issue and did not fall within the remit of the Risk Management Steering Group. It was agreed that the bid could not be supported and the bid was rejected.	
6.6	CEX – Welsh Language – Learning & Development This bid related to the funding of a fixed term post for a Welsh Language Learning & Development Advisor to meet the needs of the Authority under the Welsh Language Standard. It was agreed that the Corporate Bid for the estimated gross cost of £98,696 be approved, subject to confirmation that all efforts are properly co-ordinated to make best use of other Welsh Language resources available via the Translation Unit, Community Education and the Welsh Language Policy Unit.	

6.7	<p>E&C – Ysgol Y Strade – Traffic Management Improvements This bid related to the improvement of the Traffic Management on the School site. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. The Council’s Health & Safety Officer to investigate and report back to the Group.</p>	
7.	<p>Any Other Business None</p>	
8.	<p>Next Meeting Date to be advised</p>	