

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at

Conservatory East, Building 8, Parc Dewi Sant

Thursday, 2nd July 2015.

Members Present:			
Phil Sexton (Chair)	Resources	Head of Audit, Procurement & ICT	PS
Cllr David Jenkins	Executive Board Member (Resources)	Risk Champion	DJ
Jonathan Fearn	Resources	Chair of Property & Liability Risks Working Group	JF
Stephen Pilliner	Environment	Chair of Transport Risks Working Group	SP
Helen Pugh	Resources	Risk Champion	HLP
Alan Howells	Environment	Risk Champion	AH
Richard Stradling	Communities	Risk Champion	RS
Julie Standeven	Resources	Principal Risk Officer	EJS
Jenna Smith	Marsh UK Ltd		JS

Item No	Subject	Action
1.	Apologies None	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Thursday, 26 th March 2015, were confirmed as a true record.	
3.	Matters arising from Risk Management Steering Group Minutes. None	
4.	Minutes of Property & Liability Risks Working Group Meeting – 17th June 2015 The minutes were noted.	
4.1	Matters arising from Property & Liability Risks Working Group Minutes	
4.1.1	E&CS – Supply & Installation of Thermostatic Mixing Valves at Schools JF confirmed that the works would be completed during the 2015/16 financial year.	
4.1.2	R&L – County Archive Service JF advised that Corporate Management Team is developing long term plans for the provision of the Carmarthenshire Archive Service.	

4.1.3	Security & Fire Alarms JF advised that a schedule of the current provision of security and fire alarms at Council properties is now available. Report to be provided at next Property & Liability Risks Working Group meeting, prioritising works required and progress submission of a Risk Management Bid.	
4.1.4	Minimum Standards for School Fencing JF advised that a specific bid form has been introduced for completion by schools seeking financial assistance for fencing works. All bids must include :- <ul style="list-style-type: none"> • Formal Risk Assessment for safeguarding and security to be completed by the Council's Health & Safety Advisor. • Written quotations detailing the proposed works to be endorsed by the Council's Property Services Division. • A plan showing the areas of fencing required. Bids for fencing above 1.8m will only be considered where this is supported by the Safeguarding and Security Risk Assessment.	
5.	Minutes of Transport Risks Working Group Meeting – 16th June 2015 The minutes were noted.	
5.1	Matters arising from Transport Risks Working Group Minutes	
5.1.1	Driver Licence Checking SP provided the following update :- <ul style="list-style-type: none"> • From 8th June 2015 the paper counterpart to the photocard driving licence was replaced by an online service. The online service allows drivers to share their information with employers. • A model for batch processing of driving licence checks is being developed by the National Procurement Service. 	
5.1.2	Statistics As at 31 st March 2015 the annualised accident rate was 28%. This compares favourably with an annualised accident rate of 43% at Local Government Reorganisation in 1996. To ensure continuous improvement, claims statistics will be monitored for the impact of initiatives, such as :- <ul style="list-style-type: none"> • Driver Assessment Training • Refresh of "Banksman" training • Poster campaign • Introduction of the Driver Handbook • "Drive Alive" Newsletter 	

6.	Bids for Financial Assistance	
6.1	<p>ENV – HAVS Measuring / Monitoring Equipment</p> <p>This bid related to the purchase of new equipment to enable the Council to meet the requirements of new legislation introduced in relation to the Control of Noise and Vibration at Work Regulations.</p> <p>It was agreed that the Corporate Bid for the estimated cost of £86,772 be approved.</p> <p>NB : There will be no further financial assistance from the Risk Management Steering Group in relation to HAVS Measuring / Monitoring Equipment.</p>	
6.2	<p>COMM – Security Improvements at Carmarthen Leisure Centre</p> <p>This bid related to the provision of security improvements at Carmarthen Leisure Centre. It was agreed that the Departmental Bid for £15,217 (50% of the estimated gross cost of £30,434) be approved, subject to clarification in relation to any financial contribution due from Queen Elizabeth High School.</p>	RS
6.3	<p>ENV – Cillefwr Workshop Vehicle Inspection Pits – Health and Safety Improvements</p> <p>This bid related to the completion of health and safety improvement works to the vehicle inspection pits at Cillefwr Workshop. It was agreed that the Departmental Bid for £11,500 (50% of the estimated gross cost of £23,000) be approved.</p>	
6.4	<p>COMM – Improved Disabled Access at Llanelli Leisure Centre</p> <p>This bid related to the provision of improved disabled access at Llanelli Leisure Centre. It was agreed that as the proposed works related to disabled access the costs should be referred to the Corporate Maintenance Budget in the first instance. If this approach is unsuccessful the bid can be referred back to Risk Management Steering Group for further consideration.</p>	RS
7.	Any Other Business	
7.1	<p>Risk Management & Business Continuity Strategy 2012-2015</p> <p>PS advised that the current Risk Management & Business Continuity Strategy extends to the end of 2015. A new strategy will be developed for the period 2016-2019.</p>	
7.2	<p>Risk Management Bid Review</p> <p>DJ requested that a review of approved bids be included as an Agenda item for the next Risk Management Steering Group.</p>	EJS
8.	<p>Next Meeting</p> <p>To be advised.</p>	