

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Conservatory East, Building 8, St David's Park, Carmarthen Thursday, 11th April 2019.

Members Present:			
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
Stephen G Pilliner	Environment	Chair of Transport Risks Working Group	SGP
Alan Howells	Environment	Environment Risk Champion	AH
Richard Davies	Communities	Principal Officer	RD
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Jackie Bergiers	Chief Executive's	Lead Business Partner (H&S)	JB
Julie Standeven	Corporate Services	Principal Risk Officer	JS

Item No	Subject	Action
1.	Apologies Simon Davies – Education & Children Risk Champion Sue P John – School Organisation and Admissions Manager, Education & Children Nicola J Evans – Business Support Manager, Regeneration & Policy Mark Stephens – Marsh Ltd	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Municipal Buildings, Llandeilo on Friday, 23rd November 2018, were confirmed as a true record, subject to the addition of the following under <i>Any Other Business</i> : <i>BREXIT – All Departmental Management Teams to consider the implications of BREXIT to their service area.</i>	
2.1	Matters arising from Risk Management Steering Group Minutes.	
2.1.1	Fire Management Review HLP advised that discussions ongoing with Mid and West Wales Fire Authority regarding the completion of the Fire Management Review. Update to be provided at next meeting.	HLP

2.1.2	Ysgol Y Ddwylan This related to a bid submitted by the School for the installation of a sterile main entrance/foyer. Following a review by the Senior Business Partner (Working Safely), it was agreed that the Group were unable to support the bid at this time.	
3	Minutes of Property & Liability Risks Working Group Meeting – 20th March 2019 The Minutes were noted	
3.1	Matters arising from Property & Liability Risks Working Group Minutes	
3.1.1	School Bids for consideration – Revised Procedure A revised procedure for the submission of bids from schools is being developed. All future bids from Schools must be submitted via the School Organisation and Admissions Manager.	
4	Minutes of Transport Risks Working Group Meeting – 26th March 2019 The Minutes were noted.	
4.1	Matters arising from Transport Risks Working Group Minutes	
4.1.1	Alcohol & Drug Testing Policy SGP advised that training to raise awareness for drivers, supervisors and managers has commenced. Update to be provided at next meeting.	SGP
4.1.2	Schools Traffic Management Review SGP advised that schools have responded positively to the review and common areas for concern have been identified. A bid may be submitted to the Group in the future to support the development of a strategy arising from the review.	
4.1.3	MV Claims Statistics SGP advised that following a review of accident statistics, initiatives to raise driver awareness were ongoing.	
5	Minutes of Contingency Planning Working Group Meeting – 4th April 2019 The Minutes were noted.	
5.1	Matters arising from Contingency Planning Working Group Minutes	
5.1.1	BREXIT HLP advised that the Council reports in accordance with the Government's <i>Operation Yellowhammer</i> .	
6	Corporate Risk Register HLP advised that : <ul style="list-style-type: none"> • The Corporate Risk Register was reviewed by Corporate Management Team in February 2019 • The Corporate Risk Register was received by Audit Committee on 22nd March 2019 Agreed actions of the Contingency Planning Working Group: <ul style="list-style-type: none"> • Service Risk Registers to be reviewed by Departmental Management Teams on a 6 monthly basis • CPWG to review the Service Risk Registers of Chief Executive, Regeneration & Policy and Corporate Services Department at the next meeting 	

7	<p>Risk Appetite HLP advised that a Risk Appetite Statement needs to be developed for the Council to further embed risk management throughout the organisation. The Group were in agreement that training to be developed for Risk Champions, Corporate Management Team, Executive Board and Audit Committee.</p>	HLP/JS
8	Bids for Financial Assistance	
8.1	<p>E&C – QE High School This bid related to Phase 2 of the installation of open plan toilets. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.</p>	
8.2	<p>COMM – Carmarthen Leisure Centre This bid related to the redesign of the car park layout. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) for Item 1 only be approved subject to the completion of a “<i>Demand and capacity analysis</i>”.</p>	
8.3	<p>COMM – Extension of RM Bid 368 This Departmental 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 50% of the additional cost be approved.</p>	
8.4	<p>ENV – Refuse/Recycling non-compaction vehicles This bid related to the installation of 360 degree camera system to the refuse/recycling non-compaction vehicles. It was agreed that the Departmental Bid (i.e. 50% of the estimated cost) be approved.</p>	
8.5	<p>CEX – Mental Health Support Coordinator This bid related to the funding of a Mental Health Support Coordinator, to coordinate the Council’s initiatives to develop the management of mental health skills and to raise awareness of positive mental health across the Authority. It was agreed that the Corporate Bid (i.e. 100% of the estimated cost) be approved.</p>	
8.6	<p>COMM – Digitisation of Social Care Finance Documents This Departmental bid related to the digitisation of Social Care finance documents. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. RD to investigate and update to be provided at next meeting.</p>	RD
9	<p>Any Other Business None</p>	
10	<p>Next Meeting Date to be advised.</p>	