

## RISK MANAGEMENT STEERING GROUP

### Minutes of Meeting held at Conservatory East, Building 8, Parc Dewi Sant Wednesday, 23rd September 2015.

<b>Members Present:</b>			
Phil Sexton (Chair)	Resources	Head of Audit, Risk & Procurement	PS
Cllr David Jenkins	Executive Board Member (Resources)	Risk Champion	DJ
Heidi Font	Chief Executive's	Fitness for Work Manager	HF
Helen Pugh	Resources	Risk Champion	HLP
Alan Howells	Environment	Risk Champion	AH
Richard Davies	Communities	Principal Officer	RD
Julie Standeven	Resources	Principal Risk Officer	EJS
Jenna Smith	Marsh UK Ltd		JS

Item No	Subject	Action
<b>1.</b>	<b>Apologies</b> Stephen Pilliner – Chair of Transport Risks Working Group Jonathan Fearn – Chair of Property & Liability Risks Working Group Lyn Walters – Communities Risk Champion Richard Stradling – Communities (Leisure) Risk Champion	
<b>2.</b>	<b>Minutes of Last Meeting</b> The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Thursday, 2nd July 2015, were confirmed as a true record.	
<b>3.</b>	<b>Matters arising from Risk Management Steering Group Minutes.</b>	
<b>3.1</b>	<b>Risk Management &amp; Business Continuity Strategy</b> 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 and will include issues such as:- <ul style="list-style-type: none"> <li>• Cyber/Data Risks</li> <li>• Contract Management Risks</li> <li>• Partnership Risks</li> <li>• Extending access to the Risk Web Software to Executive Board Members</li> </ul>	<b>PS/ HLP/ EJS</b>
<b>4.</b>	<b>Minutes of Transport Risks Working Group Meeting – 9<sup>th</sup> September 2015</b> The minutes were noted.	
<b>4.1</b>	<b>Matters arising from Transport Risks Working Group Minutes</b> None	
<b>5.</b>	<b>Minutes of Property &amp; Liability Risks Working Group Meeting – 14<sup>th</sup> September 2015</b> The minutes were noted.	
<b>5.1</b>	<b>Matters arising from Property &amp; Liability Risks Working Group</b>	

	<b>Minutes</b>	
<b>5.1.1</b>	<p><b>RM Bid 293 – Social Care – Purchase of Tablet Computers</b></p> <p>This bid related to the purchase of tablet computers to securely and efficiently record financial information during home visits as part of the financial assessment of service users.</p> <p>RD advised that following a successful pilot the tablet computers have now been purchased.</p>	
<b>6.</b>	<p><b>Risk Management Bid Review / Update</b></p> <p>EJS distributed a breakdown detailing the bids approved for the period 2012 to 2015.</p> <p>The following actions were agreed :-</p> <ul style="list-style-type: none"> <li>• Electronic copy to be forwarded to Departmental Risk Champions</li> <li>• Departmental Risk Champions to confirm status of “Open” bids</li> <li>• Update to be provided at next Risk management Steering Group meeting</li> </ul>	<p><b>EJS</b></p> <p><b>Dept Risk Champ</b></p>
<b>7</b>	<b>Bids for Financial Assistance</b>	
<b>7.1</b>	<p><b>COMM – Medical checks for drivers of Social Care vehicles on D1 restricted licences</b></p> <p>This bid related to the provision of medical checks for drivers of Social Care vehicles on D1 restricted licences to enhance our checking arrangements. It was agreed that the Departmental Bid for £2,025 (50% of the estimated gross cost of £4,050) be approved.</p>	
<b>7.2</b>	<p><b>E&amp;C – Ysgol Glan Y Mor – Security &amp; safeguarding improvements</b></p> <p>This bid related to the provision of security and safeguarding improvements at Ysgol Glan Y Mor. It was agreed that the Departmental Bid for £5,750 (50% of the estimated gross cost of £11,500) be approved, subject to completion of a Safeguarding and Security Risk Assessment by the Council’s Health &amp; Safety Advisor.</p>	
<b>7.3</b>	<p><b>E&amp;C – Ysgol Pont Henri – Fencing</b></p> <p>This bid related to the provision of security and safeguarding improvements at Ysgol Pont Henri. It was agreed that the Departmental Bid for £2,100 (50% of the estimated gross cost of £4,200) be approved.</p>	
<b>7.4</b>	<p><b>COMM – Llanelli Leisure Centre – Security Improvements</b></p> <p>This bid related to the provision of security improvements at Llanelli Leisure Centre. It was agreed that the Departmental Bid for £4,133 (50% of the estimated gross cost of £8,265) be approved.</p>	
<b>8.</b>	<p><b>Any Other Business</b></p> <p>None</p>	
<b>9.</b>	<p><b>Next Meeting</b></p> <p>Tuesday, 22<sup>nd</sup> December 2015 – Conservatory West, Building 8, St David’s Park, Carmarthen</p>	