

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Meeting Room 7, Building 2, St David's Park, Carmarthen Tuesday, 30th July 2019.

Members Present:			
Helen Pugh (Chair)	Corporate Services	Head of Revenues and Financial Compliance	HLP
Stephen G Pilliner	Environment	Chair of Transport Risks Working Group	SGP
Alan Howells	Environment	Environment Risk Champion	AH
Simon Davies	Education & Children	Education & Children Risk Champion	SD
Richard Davies	Communities	Principal Officer	RD
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Eddie Cummings	Chief Executive's	Senior Business Partner (Working Safely)	EC
Julie Standeven	Corporate Services	Principal Risk Officer	JS
Kelvin Howell	Environment	Building Manager (Minor Works)	KH
Geraint Jones	Marsh Ltd		GJ

Item No	Subject	Action
1.	<p>Apologies Cllr David Jenkins – Executive Board Risk Champion Jonathan Fearn – Chair of Property & Liability Risks Working Group Jackie Bergiers – Lead Business Partner (H&S), Chief Executive's Helen L Morgan – Economic Development Manager, Chief Executive's Mark Stephens – Marsh Ltd</p>	
2.	<p>Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Conservatory East, Building 8, St David's Park on Thursday, 11th April 2019, were confirmed as a true record.</p>	
2.1	<p>Matters arising from Risk Management Steering Group Minutes.</p>	
2.1.1	<p>Fire Management Review HLP advised that discussions are ongoing regarding the most appropriate method to deliver the Fire Management Review. Update to be provided at next meeting.</p>	JF

3	Minutes of Property & Liability Risks Working Group Meeting – 4th July 2019 The Minutes were noted	
3.1	Matters arising from Property & Liability Risks Working Group Minutes	
3.1.1	Alarm Receiving Centre JS to liaise with the Principal Compliance & Condition Manager and the Authority's Property Insurers. Update to be provided at next meeting.	JS
3.1.2	Water Safety Equipment Option review underway for provision of water safety equipment. May result in a future bid to Risk Management Steering Group. Update to be provided at next meeting.	EC
4	Minutes of Transport Risks Working Group Meeting – 16th July 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 is ongoing. Update to be provided at next meeting.	SGP
4.1.2	Schools Traffic Management Review SGP advised that the review is ongoing and a strategy will be developed when completed.	
4.1.3	MV Claims Statistics SGP advised that following a review of accident statistics, initiatives to raise driver awareness were ongoing. Initiatives include:- <ul style="list-style-type: none"> • Poster campaign • Fleet newsletter • Tool-box talks 	
5	Minutes of Contingency Planning Working Group Meeting – 17th July 2019 The Minutes were noted.	
5.1	Matters arising from Contingency Planning Working Group Minutes	
5.1.1	Group Membership Membership of the Contingency Planning Working Group to be reviewed.	
5.1.2	Corporate Risk Register HLP advised that the Corporate Risk Register to be reviewed by Corporate Management Team for consideration at the Audit Committee meeting scheduled for 13 th December 2019.	

5.1.3	<p>Business Impact Analysis/Business Continuity Plans/ ICT Disaster Recovery Plan All Departments to complete a review of Business Impact Analysis, Business Continuity Plans and ICT Disaster Recovery Plan. Target Date : 30th September 2019.</p>	
6.	<p>Risk Management Bid Process for Schools New bid form developed by the School Organisation & Admissions Manager now in use. Revised procedure provides a structured approach to ensure all relevant information captured prior to submission of bid to the Property & Liability Risks Working Group.</p>	
7.	<p>2019 Insurance Tender HLP advised that the Authority’s insurance policies were subject to a tender exercise for the 2019 renewal. A 30% saving was achieved on the 2018 premium spend.</p>	
8.	<p>Wales Audit Office – Review of Risk Management Arrangements HLP advised that a review of the Authority’s Risk Management arrangements had been completed by <i>Wales Audit Office</i>. The Group discussed and identified appropriate actions to address the “Proposals for improvement” identified by <i>Wales Audit Office</i>. Update to be provided at next meeting.</p>	HLP
9	<p>Bids for Financial Assistance</p>	
9.1	<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 Departmental bid (i.e. 50% of the estimated cost) be approved.</p>	
9.2	<p>E&C – Ysgol Bryn Teg / Llwynhendy ICC This bid related to works to address finger entrapment issues. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved.</p>	
9.3	<p>E&C – Ysgol Cae’r Felin This bid related to security and safeguarding improvements at the School. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved.</p>	
9.4	<p>E&C – Ysgol Glan Y Mor This bid related to security and safeguarding improvements at the School. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) for the front boundary of the School be approved.</p>	

9.5	<p>E&C – Llandeilo Primary School This bid related to security and safeguarding improvements at the School. It was agreed that the Group were unable to approve the bid based on the information provided. SD and KH to review to ensure best solution for the School.</p>	SD/KH
9.6	<p>E&C – Ysgol Maes Y Gwendraeth This bid related to security and safeguarding improvements at the School. It was agreed that the Group were unable to approve the bid based on the information provided. Bid to be reviewed following completion of a <i>Property Loss Prevention Survey</i> by the Authority’s Property Insurers.</p>	
9.7	<p>E&C – Ysgol Nantgaredig This bid related to security and safeguarding improvements at the School. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) for the new front door with key fob access be approved. Fencing and gates element of the bid to be reviewed by Property Division.</p>	KH/SD
9.8	<p>ENV – Ash Die Back Plan Development & Pilot Implementation Project This bid related to the development of a plan to deal with the Ash Die Back disease within Carmarthenshire. It was agreed by the Group that the Risk Management Fund was not the appropriate source of funding for this issue at this time, as alternative funding had been set aside. It was recognised by the Group that this issue was a significant risk for the Authority and would be included as a standing Agenda item at future meetings.</p>	
9.9	<p>ENV – Driver Training This bid related to the provision of driver training. It was agreed that the Corporate bid (i.e. 100% of the estimated cost) be approved.</p>	
10.	<p>Any Other Business</p>	
10.1	<p>Standing Agenda Items It was resolved that the following issues be included as standing Agenda items:-</p> <ul style="list-style-type: none"> • <i>Wales Audit Office</i> Review of Risk Management Arrangements • BREXIT • Ash Die Back 	
10.2	<p>Review of Risk Management Bids It was resolved that a review of approved bids be completed and report provided at next meeting.</p>	JS

10.3	<p>Fleet Risk Management HLP advised that the Authority's Motor Insurers provide fleet risk management as part of the motor insurance policy.</p> <ul style="list-style-type: none"> • JS to contact Motor Insurers for details. • Transport Risks Working Group to consider available options. 	JS
11	<p>Next Meeting 9:30 a.m. Friday, 8th November 2019 at Meeting Room 7, Building 2, St David's Park, Carmarthen</p>	