

## RISK MANAGEMENT STEERING GROUP

### Minutes of Meeting held at Meeting Room 7, Building 2, St David's Park, Carmarthen Friday, 8<sup>th</sup> November 2019.

<b>Members Present:</b>			
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
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
Mark Stephens	Marsh Ltd		MS

Item No	Subject	Action
1.	<p><b>Apologies</b></p> <p>Steve Pilliner – Chair of Transport Risks Working Group</p> <p>Jackie Bergiers – Lead Business Partner (H&amp;S), Chief Executive's</p> <p>Sue John - School Organisation &amp; Admissions Manager, Education &amp; Children's Services</p>	
2.	<p><b>Minutes of Last Meeting</b></p> <p>The Minutes of the Risk Management Steering Group Meeting held at Meeting Room 7., Building 2, St David's Park on Tuesday, 30<sup>th</sup> July 2019, were confirmed as a true record.</p>	
2.1	<p><b>Matters arising from Risk Management Steering Group Minutes.</b></p>	

2.1.1	<p><b>Bid Review / Evaluation</b> The following actions were agreed by the Group:</p> <ul style="list-style-type: none"> <li>• Bid review / evaluation exercise to be completed at the end of the 2019/2020 financial year.</li> <li>• Report to be provided at Risk Management Steering Group meeting scheduled for 31<sup>st</sup> July 2020.</li> </ul>	<p>JS</p> <p>JS</p>
2.1.2	<p><b>Fleet Risk Management</b> HLP advised that the fleet risk control services provided as part of the motor insurance policy are to be discussed with the Authority's Brokers and Motor Insurers. Update to be provided at next meeting.</p>	HLP/JS
3	<p><b>Minutes of Property &amp; Liability Risks Working Group Meeting – 18<sup>th</sup> October 2019</b> The Minutes were noted.</p>	
3.1	<p><b>Matters arising from Property &amp; Liability Risks Working Group Minutes</b></p>	
3.1.1	<p><b>Fire Management Review</b> JF advised that decision awaited from the Chair of the Health &amp; Safety Leadership Board to confirm the scope of the review.</p>	
3.1.2	<p><b>Alarm Receiving Centre</b> JS advised that discussions are ongoing with the Council's Property Insurers following the transfer of the Careline service to a Local Authority Trading Company wholly owned by Carmarthenshire County Council. Update to be provided at next meeting.</p>	JS
3.1.3	<p><b>Risk Management Bid Process for Schools</b> JF advised that the introduction of the new bid process for schools was working well and continued to be developed.</p>	
4	<p><b>Minutes of Transport Risks Working Group Meeting – 16<sup>th</sup> October 2019</b> The Minutes were noted.</p>	
4.1	<p><b>Matters arising from Transport Risks Working Group Minutes</b></p>	
4.1.1	<p><b>Schools Traffic Management Review</b> EC advised that the review is ongoing and a strategy was being developed jointly by Health &amp; Safety and Education. Update to be provided at next meeting.</p>	
4.1.2	<p><b>MV Statistics – Claims and Complaints</b> JS advised that a number of initiatives had been implemented to raise awareness of the main causes of motor fleet incidents. It was agreed that Managers be reminded of the protocol for <i>Staff Driver Training</i>. JS to discuss with the Operational Training Lead Officer.</p>	JS

<b>5</b>	<b>Minutes of Contingency Planning Working Group Meeting – 11<sup>th</sup> October 2019</b> The Minutes were noted.	
<b>5.1</b>	<b>Matters arising from Contingency Planning Working Group Minutes</b>	
<b>5.1.1</b>	<b>Mobile Phone Privileged Access Scheme (MTPAS)</b> HLP advised that the review is ongoing and the MTPAS contact list updated.	
<b>5.1.2</b>	<b>Corporate Risk Register / Service Risk Registers</b> HLP advised that the Corporate Risk Register was under review and will be considered by Audit Committee meeting scheduled for 13 <sup>th</sup> December 2019.  It was agreed by the Group that the Corporate Risk Register be referred to Preliminary Executive Board for consideration.	
<b>5.1.3</b>	<b>Business Impact Analysis/Business Continuity Plans/</b> HLP advised that the Carmarthenshire Corporate Business Continuity Plan was under review. Update to be provided at next meeting.	
<b>5.1.4</b>	<b>Wales Audit Office – Review of Risk Management Arrangements</b> HLP advised that the Action Plan developed following the <i>Wales Audit Office</i> review of the Authority’s Risk Management arrangements are monitored via the <i>Performance &amp; Improvement Monitoring System (PIMS)</i> . Update to be provided at next meeting.	<b>HLP</b>
<b>6</b>	<b>BREXIT</b> HLP advised that the <i>BREXIT</i> reporting protocol had been temporarily suspended.	
<b>7</b>	<b>Ash Die Back</b> JF advised that the work of the cross-departmental Ash Die Back Working Group was continuing in the form of policy development and pilot surveys. Update to be provided at next meeting.	
<b>8</b>	<b>Property – Repair &amp; Maintenance / Condition Surveys</b> It was agreed by the Group that condition surveys of the Authority’s building stock be prioritised. JF & KH to develop a bid for the provision of additional resources to support and progress the condition survey programme.	<b>JF/KH</b>

<b>9</b>	<b>Bids for Financial Assistance</b>	
<b>9.1</b>	<p><b>E&amp;C – Llandeilo Primary School</b>  This bid related to security and safeguarding improvements at the School.  The Group was advised that due to the urgency of the works, this bid had been approved by HLP in her capacity as Chair of the Risk Management Steering Group.  This bid was a Departmental bid, i.e. the Risk Management contribution was limited to 50% of the estimated cost and excluded the cost of safeguarding works to accommodate the private nursery on the school site.</p>	
<b>9.2</b>	<p><b>E&amp;C – Ysgol Maes Y Gwendraeth</b>  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>	
<b>9.3</b>	<p><b>E&amp;C – Ysgol Nantgaredig</b>  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>	
<b>9.4</b>	<p><b>E&amp;C – Old Road School</b>  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>	
<b>10</b>	<b>Any Other Business</b>	
<b>10.1</b>	<p><b>Automated / Powered Gates</b>  KH advised that following a risk based approach, the installation of automated/powered gates was considered to be an option of “last resort”. This approach was supported by the Group.</p>	
<b>11</b>	<p><b>Next Meeting</b>  9:30 a.m. Wednesday, 29<sup>th</sup> January 2020 at Meeting Room 1, Building 5, Parc Myrddin, Carmarthen</p>	