

## RISK MANAGEMENT STEERING GROUP

### Minutes of Meeting held at Block 1, Parc Myrddin, Carmarthen Wednesday, 29<sup>th</sup> January 2020.

<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
Stephanie R Williams	Education & Children	Senior School Organisation Officer	SRW
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
Kelvin Howell	Environment	Building Manager (Minor Works)	KH
Mark Stephens	Marsh Ltd		MS

<b>Item No</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b> Steve Pilliner – Chair of Transport Risks Working Group Simon Davies – Education & Children Risk Champion Sue John - School Organisation & Admissions Manager, Education & Children's Services Helen L Morgan – Economic Development Manager	
<b>2.</b>	<b>Minutes of Last Meeting</b> The Minutes of the Risk Management Steering Group Meeting held at Meeting Room 7, Building 2, St David's Park on Friday, 8 <sup>th</sup> November 2019, were confirmed as a true record.	
<b>2.1</b>	<b>Matters arising from Risk Management Steering Group Minutes.</b>	
<b>2.1.1</b>	<b>Fleet Risk Management</b> HLP advised that a meeting was scheduled with the Authority's Brokers and Motor Insurers. The fleet risk control services provided as part of the motor insurance policy would be discussed. Update to be provided at next meeting.	<b>HLP/JS</b>

2.1.2	<p><b>Alarm Receiving Centre</b> MS confirmed that the Authority's Property Insurers had no issue in principle to the transfer of the Careline service to a Local Authority Company wholly owned by Carmarthenshire County Council. Risk Management and Property Services to discuss further with Delta Wellbeing. Update to be provided at next meeting.</p>	JS
3	<p><b>Minutes of Property &amp; Liability Risks Working Group Meeting – 17<sup>th</sup> January 2020</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. Update to be provided at next meeting.</p>	
3.1.2	<p><b>Water Safety Equipment</b> JB advised that the review is ongoing. Update to be provided at next meeting.</p>	
3.1.3	<p><b>Loss Prevention Property Surveys</b> The Authority's Property Insurers completed loss prevention surveys at a number of the Authority's properties. As a result of the requirements arising from the surveys, it was agreed that discussions with Insurers were required. MS to arrange meeting to include Property Insurers underwriter and surveyor.</p>	MS
3.1.4	<p><b>Claims Statistics</b> Reports issued to P&amp;LRWG detailing settled and repudiated liability claims on a quarterly basis. With reference to settled claims, departments to provide details of actions taken to avoid future losses and lessons learned shared corporately.</p>	
3.1.5	<p><b>Grenfell</b> MS advised that initially, following the fire at Grenfell, the focus of Insurers queries related to the physical structure of buildings and the use of cladding. Insurers are now requesting information as to whether advice has been provided in respect of cladding on buildings.</p>	
4.	<p><b>Minutes of Contingency Planning Working Group Meeting – 20<sup>th</sup> January 2020</b> The Minutes were noted.</p>	
4.1	<p><b>Matters arising from Contingency Planning Working Group Minutes</b></p>	
4.1.1	<p><b>Business Impact Analysis/Business Continuity Plans/</b> HLP advised that the Carmarthenshire Corporate Business Continuity Plan review is ongoing. Update to be provided at next meeting.</p>	
5.	<p><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>.</p>	

	<p>Development of training to be prioritised as follows:</p> <ul style="list-style-type: none"> <li>• Use of upgraded software</li> <li>• Risk Management process and methodology</li> </ul> <p>Update to be provided at next meeting.</p>	<b>HLP/JS</b>
<b>6.</b>	<p><b>BREXIT</b> HLP advised that the Governments Withdrawal Agreement Bill will take the UK out of the EU on the 31<sup>st</sup> January 2020. As a result the UK will enter into an eleven month transition period and the <i>Brexit</i> reporting protocol (Yellowhammer) has ended.</p>	
<b>7.</b>	<p><b>Ash Die Back</b> JF advised that the work of the cross-departmental Ash Die Back Working Group was continuing. Actions include:</p> <ul style="list-style-type: none"> <li>• Policy development</li> <li>• Tree safety surveys</li> <li>• Webpage established on the Council’s corporate website</li> <li>• Campaign to raise awareness particularly in relation to landowners’ responsibilities</li> </ul> <p>Update to be provided at next meeting.</p>	
<b>8.</b>	<p><b>Corporate Risk Register</b> HLP advised that the Corporate Risk Register was under review and will be considered by Audit Committee meeting scheduled for 20<sup>th</sup> March 2020.</p>	
<b>9.</b>	<b>Bids for Financial Assistance</b>	
<b>9.1</b>	<p><b>E&amp;C – Ysgol Llanddarog</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>9.2</b>	<p><b>E&amp;C – Ysgol Stebonheath</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 – Model Church in Wales 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>9.4</b>	<p><b>E&amp;C – Ysgol Rhydygors</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>9.5</b>	<p><b>ENV – HAVS Measuring / Monitoring Equipment</b> This bid related to the upgrade of the current HAVS management system. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. It was agreed that the bid would be withdrawn at this time pending further investigation.</p>	

<b>9.6</b>	<b>E&amp;C – Ysgol Y Strade</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 in principle subject to receipt of an up-to-date H&S assessment report.	
<b>9.7</b>	<b>ENV – Property &amp; Condition Surveys</b> This bid related to the undertaking of condition surveys of the Authority’s non housing properties. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. Further investigation required and update to be provided at next meeting.	<b>JF/HLP</b>
<b>10.</b>	<b>Any Other Business</b>	
<b>10.1</b>	<b>Risk Management Bid Prioritisation</b> Actions agreed by the Group: <ul style="list-style-type: none"> <li>• Matrix / Scoring criteria to be developed</li> <li>• ALL bids must be considered by Working Groups prior to referral to Steering Group.</li> </ul>	<b>HLP/JS</b>
<b>10.2</b>	<b>Property Claims</b> KH advised that discussions with loss adjusters / property insurers would be beneficial to Property Technical Officers. Topics for discussion to include – insured perils / betterment / exclusions. JS to discuss with loss adjusters.	<b>JS</b>
<b>11.</b>	<b>Next Meeting</b> 9:30 a.m. Thursday, 30 <sup>th</sup> April 2020 at Meeting Room 2, Building 2, St David’s Park, Carmarthen	