

## RISK MANAGEMENT STEERING GROUP

**Minutes of Meeting held on**

**Friday, 31st July 2020**

**Via Microsoft Teams**

<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
Sue P John	Education & Children	School Organisation & Admissions Manager	SPJ
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Julie Standeven	Corporate Services	Principal Risk Officer	JS

<b>Item No</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b>                      Steve Pilliner – Chair of Transport Risks Working Group                      Simon Davies – Education &amp; Children Risk Champion                      Heidi Font – Chief Executive’s Risk Champion                      Richard Davies – Communities (Social Care) Risk Champion                      Alan Howells – Environment Risk Champion                      Jackie Bergiers – Lead Business Partner (H&amp;S)                      Mark Stephens – Marsh UK Ltd</p>	
<b>2.</b>	<p><b>Minutes of Last Meeting</b>                      The Minutes of the Risk Management Steering Group Meeting held at Block 1, Parc Myrddin on Wednesday, 29<sup>th</sup> January 2020, were confirmed as a true record.</p>	
<b>2.1</b>	<p><b>Matters arising from Risk Management Steering Group Minutes.</b></p>	
<b>2.1.1</b>	<p><b>Alarm Receiving Centre</b>                      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>	<b>JS</b>

<b>2.1.2</b>	<b>Fire Management Review</b> JF advised that decision awaited from the Chair of the Health & Safety Leadership Board to confirm whether review required. Update to be provided at next meeting.	<b>JF</b>
<b>2.1.3</b>	<b>Water Safety Equipment</b> Progress report not available. Update to be provided at next meeting.	<b>JB/EC</b>
<b>2.1.4</b>	<b>Loss Prevention Property Surveys</b> Virtual meeting to be arranged with the Authority's Property Insurers to discuss the requirements arising from the loss prevention surveys.	<b>JS</b>
<b>2.1.5</b>	<b>Grenfell</b> JF advised that a register of buildings with cladding was being developed by Mid & West Wales Fire & Rescue Service.	
<b>3</b>	<b>Minutes of Property &amp; Liability Risks Working Group Meeting – 10<sup>th</sup> July 2020</b> The Minutes were noted.	
<b>3.1</b>	<b>Matters arising from Property &amp; Liability Risks Working Group Minutes</b>	
<b>3.1.1</b>	<b>Property – Repair &amp; Maintenance / Condition Surveys</b> JF advised that progress delayed due to Covid-19 related issues. Bid for financial support to be submitted at future meeting.	<b>JF</b>
<b>3.1.2</b>	<b>Risk Management Bid Process for Schools</b> JF advised that bid form required minor adjustment to note ongoing financial implications of initiative.	
<b>3.1.3</b>	<b>Engineering Policy</b> Gap analysis of equipment required as part of tender exercise for 2021 renewal.	
<b>3.1.4</b>	<b>Property Claims</b> Meeting to be arranged between CCC technical officers and property claims loss adjusters to clarify aspects of claims settlements.	
<b>4.</b>	<b>Minutes of Contingency Planning Working Group Meeting – 3<sup>rd</sup> July 2020</b> The Minutes were noted.	
<b>4.1</b>	<b>Matters arising from Contingency Planning Working Group Minutes</b>	
<b>4.1.1</b>	<b>Covid-19 – Response / Recovery</b> HLP advised that during the response phase of the Covid-19 crisis, the Authority was part of the <i>Dyfed Powys Local Resilience Forum</i> multi-agency coordinated approach. The Authority was now in the recovery stage led by Gold Recovery Command.	

<b>4.1.2</b>	<b>Business Impact Analysis/Business Continuity Plans/</b> HLP advised that all Departmental BC Plans were to be reviewed with particular consideration of the impact of Covid-19.	
<b>5.</b>	<b>Minutes of Transport Risks Working Group – 15<sup>th</sup> July 2020</b> The Minutes were noted.	
<b>5.1</b>	<b>Matters arising from Transport Risks Working Group</b>	
<b>5.1.1</b>	<b>Zurich Municipal Motor Vehicle Grading Report</b> The Authority's Motor Insurers will be completing a Motor Risk Grading Review of the Authority's fleet risk management arrangements.	
<b>6.</b>	<b>Wales Audit Office – Review of Risk Management Arrangements</b> HLP advised that implementation of the software upgrade delayed. Progress continued to be monitored via the <i>Performance &amp; Improvement Monitoring System (PIMS)</i> . Update to be provided at next meeting.	<b>HLP/JS</b>
<b>7.</b>	<b>BREXIT</b> HLP advised that as the transition period after Brexit comes to an end, the Dyfed Powys Local Resilience Forum Brexit Group and <i>Operation Yellowhammer</i> will recommence.	
<b>8.</b>	<b>Ash Die Back</b> JF advised that delivery of the Authority's Ash Die Back project was making good progress. Update to be provided at next meeting.	
<b>9.</b>	<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 11 <sup>th</sup> September 2020.	
<b>10.</b>	<b>Bids for Financial Assistance</b>	
<b>10.1</b>	<b>E&amp;C – Extension of RM Bid 373 – QE High School – Open Plan Toilets Phase 2</b> This Departmental bid related to Phase 2 of the installation of open plan toilets. It was agreed that 50% of the additional cost be approved.	
<b>11.</b>	<b>Any Other Business</b>	
	<b>Access to Buildings</b> JF advised that a Property Compliance Recovery Checklist was in place for Council buildings.	
<b>12.</b>	<b>Next Meeting</b> 02:00 p.m. Thursday, 22 <sup>nd</sup> October 2020 via Microsoft Teams	