

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Friday, 6th November 2020

Via Microsoft Teams

Members Present:			
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
Paul Thomas	Chief Executive's	Assistant Chief Executive	PT
Sue P John	Education & Children	School Organisation & Admissions Manager	SPJ
Richard Davies	Communities	Communities (Social Care) Risk Champion	RD
Julie Standeven	Corporate Services	Principal Risk Officer	JS
John M Williams	Chief Executive's	ICT Operational Delivery Manager	JMW
Kelvin Howell	Environment	Building Manager (Minor Works)	KH
Mark Stephens	Marsh UK Ltd		MS

Item No	Subject	Action
1.	Apologies Steve Pilliner – Chair of Transport Risks Working Group Jonathan Fearn – Chair of Property & Liability Risks Working Group Richard Stradling – Communities (Leisure) Risk Champion Alan Howells – Environment Risk Champion Jackie Bergiers – Lead Business Partner (H&S), Chief Executive's Dylan W Jones – Principal Risk Officer, Corporate Services	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held on Friday, 31 st July 2020 via Teams, were confirmed as a true record.	
2.1	Matters arising from Risk Management Steering Group Minutes.	
2.1.1	Alarm Receiving Centre Risk Management and Property Services discussions are ongoing. Update to be provided at next meeting.	JS
2.1.2	Fire Management Review Progress report not available. Update to be provided at next meeting.	JF
2.1.3	Water Safety Equipment Progress report not available. Update to be provided at next meeting.	JB/EC

2.1.4	Loss Prevention Property Surveys Awaiting confirmation of date for virtual meeting with the Authority's Property Insurers to discuss the requirements arising from the loss prevention surveys.	JS
3	Minutes of Property & Liability Risks Working Group Meeting – 7th October 2020 The Minutes were noted.	
3.1	Matters arising from Property & Liability Risks Working Group Minutes	
3.1.1	Property – Repair & Maintenance / Condition Surveys KH advised that difficulties continue due to Covid-19 related issues. Update to be provided at next meeting.	JF/KH
3.1.2	Risk Management Bid Process for Schools SPJ advised that adjustments to bid form completed to include ongoing financial implications of initiative.	
3.1.3	Engineering Policy JS advised that discussions ongoing between Risk Management, Procurement and Property Services to prepare for 2021 renewal tender exercise.	
3.1.4	Property Claims Meeting to be arranged between CCC technical officers and property claims loss adjusters to clarify aspects of claims settlements.	JS
4.	Minutes of Contingency Planning Working Group Meeting – 29th October 2020 The Minutes were noted.	
4.1	Matters arising from Contingency Planning Working Group Minutes	
4.1.1	Covid-19 – Response / Recovery HLP advised that Gold / Silver Response / Recovery Groups remained in place.	
5.	Minutes of Transport Risks Working Group – 13th October 2020 The Minutes were noted.	
5.1	Matters arising from Transport Risks Working Group	
5.1.1	Zurich Municipal Motor Vehicle Grading Report JS advised that the Motor Risk Grading Review of the Authority's fleet risk management arrangements was ongoing. Update to be provided at next meeting.	JS
6.	Wales Audit Office – Review of Risk Management Arrangements HLP advised as follows:- <ul style="list-style-type: none"> • Risk Management bespoke software upgrade completed • Draft Risk Management tool-kit developed • Risk Management training to be developed • Progress continued to be monitored via the <i>Performance & Improvement Monitoring System (PIMS)</i>. Update to be provided at next meeting.	HLP
7.	BREXIT HLP advised that as the transition period after Brexit comes to an end, the Dyfed Powys Local Resilience Forum Brexit Group to recommence.	

8.	Ash Die Back Delivery of the Authority's Ash Die Back project was making good progress. Update to be provided at next meeting.	JF
9.	Corporate Risk Register HLP advised that the Corporate Risk Register was reviewed by Corporate Management Team and received by Audit Committee on the 11 th September 2020.	
10.	Bids for Financial Assistance	
10.1	COMM – Security Improvements at Manor Road Centre, Ammanford This Departmental bid related to the installation of security improvements at Manor Road Centre, Ammanford. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved.	
10.2	CEX – Extension of RM Bid 367 – SharePoint Project Officer This bid related to the funding of a SharePoint Project Officer to focus on information management. It was agreed that the extension to this Corporate Bid (i.e. 100% of the estimated cost) be approved.	
10.3	CEX – Extension of RM Bid 374 – Mental Health Support Co-ordinator This bid related to the funding of a Mental Health Support Coordinator, to coordinate the Council's initiatives to develop the management of mental health skills and to raise awareness of positive mental health across the Authority. It was agreed that the extension to this Corporate Bid (i.e. 100% of the estimated cost) be approved.	
11.	Any Other Business None	
12.	Next Meeting 09:30 a.m. Tuesday, 26 th January 2021 via Microsoft Teams	