

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Conservatory West, Building 8, Parc Dewi Sant Tuesday, 22nd December 2015.

Members Present:			
Phil Sexton (Chair)	Resources	Head of Audit, Risk & Procurement	PS
Cllr David Jenkins	Executive Board Member (Resources)	Executive Board Risk Champion	DJ
Jonathan Fearn	Resources	Chair of Property & Liability Risks Working Group	JF
Stephen Pilliner	Environment	Chair of Transport Risks Working Group	SP
Helen Pugh	Resources	Risk Champion	HLP
Alan Howells	Environment	Risk Champion	AH
Richard Davies	Communities	Principal Officer	RD
Julie Standeven	Resources	Principal Risk Officer	EJS
Jenna Smith	Marsh UK Ltd	External Risk Partner	JS

Item No	Subject	Action
1.	Apologies Lyn Walters – Communities Risk Champion Richard Stradling – Communities (Leisure) Risk Champion Heidi Font – Chief Executive’s Risk Champion	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Wednesday, 23rd September 2015, were confirmed as a true record.	
3.	Matters arising from Risk Management Steering Group Minutes.	
3.1	Risk Management & Business Continuity Strategy PS advised that a new Risk Management & Business Continuity Strategy will be developed for the period 2016-19 and will include issues such as :- <ul style="list-style-type: none"> • Cyber/Data Risks • Contract Management Risks • Partnership Risks • Extending access to the Risk Web Software to Executive Board Members JS to provide information in relation to Cyber Risks.	JS

4.	Minutes of Property & Liability Risks Working Group Meeting – 10th December 2015 The minutes were noted.	
4.1	Matters arising from Property & Liability Risks Working Group Minutes:	
4.1.1	E&CS – Supply & installation of Thermostatic Mixing Valves Works underway and will be completed during the 2015/16 financial year.	
4.1.2	Security & Fire Alarms Sub-group to be established by March 2016 to complete gap analysis and prioritise areas for concern.	
4.1.3	School Fencing Property Services review underway – update to be provided at next meeting.	JF
5.	Minutes of Transport Risks Working Group Meeting – 16th December 2015 The minutes were noted.	
5.1	Matters arising from Transport Risks Working Group Minutes:	
5.1.1	Drug & Alcohol Misuse Review ongoing – update to be provided at next meeting.	
5.1.2	Driver Licence Checks SP advised that the Guidance Note issued by the Director of Communities for driver licence checking to be used as best practise.	
5.1.3	Driver Handbook SP advised that Driver Handbook training pilot at QE High School was successful and will be rolled out to other schools.	
5.1.4	MV Statistics As at 31 st October 2015 the annualised accident rate was 23%. JS confirmed that this compares very favourably for a commercial fleet and links to the pro-active work of the Transport Division working with Departments over the years to introduce a range of Risk Management initiatives. PS highlighted that the accident rate was 43.8% prior to the various interventions and initiatives (circa 2000).	
6.	Risk Management Bid Review / Update Review of outstanding bids to be completed at 2015/16 financial year end. Update to be provided at next meeting.	
7.	Bids for Financial Assistance	
7.1	E&C - Extension of RM Bid 316 – Ysgol Rhydygors – Fencing RM Bid 316 for £5,552 (50% of the estimated gross cost of £11,104) was approved at the Risk Management Steering Group meeting held on 26 th March 2015. A revised bid for £10,500 (50% of the estimated gross cost of £21,000) was submitted and approved by the Chair of the Risk Management Steering Group on 10 th November 2015.	
7.2	E&C – Stebonheath C P School – Fencing This bid related to the provision of boundary fencing at Stebonheath C P School. It was agreed that the Departmental Bid for £2,266 (50% of the estimated gross cost of £4,532) be approved.	

7.3	<p>E&C – Ysgol Gyfun Emlyn – Fencing This bid related to the provision of safeguarding and security improvements at Ysgol Gyfun Emlyn. It was agreed that the Departmental Bid for £9,829 (50% of the estimated gross cost of £19,657) be approved.</p>	
7.4	<p>RES - Risk Management – Bump Cards This bid related to the production and supply of “<i>bump cards</i>” for Corporate vehicles which provide all relevant details to the 3rd Party in the event of an accident. Such details speed up the claims process and limit the scope for escalating bills for hire cars and inconvenience to all parties. It was agreed that the Corporate Bid be approved in principle subject to confirmation of the final cost.</p>	
8.	<p>Any Other Business None</p>	
9.	<p>Next Meeting Date to be advised</p>	