

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Thursday, 11th November 2021

Via Microsoft Teams

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| Members Present: | | | |
| Helen Pugh (Chair) | Corporate Services | Corporate Services Risk Champion | HLP |
| Cllr David Jenkins | Executive Board Member (Corporate Services) | Executive Board Risk Champion | DJ |
| Simon Davies | Education & Children | Education & Children Risk Champion | SD |
| Richard Stradling | Communities | Communities (Leisure) Risk Champion | RS |
| Alan Howells | Environment | Environment Risk Champion | AH |
| Richard Davies | Communities | Communities (Social Care) Risk Champion | RD |
| Julie Standeven | Corporate Services | Principal Risk Officer | JS |
| Jackie Bergiers | Chief Executive's | Lead Business Partner (H&S) | JB |
| Geraint Jones | Marsh UK Ltd | | GJ |

| Item No | Subject | Action |
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| 1. | Apologies Jonathan Fearn – Chair of Property & Liability Risks Working Group Stephen G Pilliner – Chair of Transport Risks Working Group Sue P John – School Organisation & Admissions Manager, Education & Children | |
| 2. | Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held on Friday, 30 th July 2021 via Teams, were confirmed as a true record. | |
| 2.1 | Matters arising from Risk Management Steering Group Minutes. | |
| 2.1.1 | Alarm Receiving Centre JS advised that representatives from the Council's Risk Management and Property Compliance Teams had met with Delta Wellbeing to discuss the provision of an Alarm Receiving Centre approved by the Council's Property Insurers. Delta Wellbeing to provide documentation / information for the Insurers consideration. Action Plan / update to be provided at next meeting. | JS |

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| 2.1.2 | Water Safety Equipment JB advised that the review of water safety equipment had been delayed by the pandemic. Site visits now completed and report to be issued by the end of 2021. Actions to be implemented prior to the 2022 summer season. Update to be provided at next meeting. | JB/RS |
| 2.1.3 | Mod.Gov Use of the Mod.Gov platform for the RMSG meetings being investigated as an alternative to Microsoft Teams. Update to be provided at next meeting. | JS |
| 3 | Minutes of Property & Liability Risks Working Group Meeting – 6th October 2021 The Minutes were noted. | |
| 3.1 | Matters arising from Property & Liability Risks Working Group Minutes | |
| 3.1.1 | Property Claims JS advised that training was provided on Wednesday, 20 th October 2021 by the Council’s property claims loss adjusters to clarify aspects of claims settlements. Property and Risk Management officers were in attendance and the training was well received. | |
| 4. | Minutes of Contingency Planning Working Group Meeting – 13th October 2021 The Minutes were noted. | |
| 4.1 | Matters arising from Contingency Planning Working Group Minutes | |
| 4.1.1 | Departmental Business Continuity Plans HLP advised that Departmental Business Continuity Plans are to be reviewed with special attention to long term incidents such as Covid-19. All updated BC Plans will be uploaded to the Emergency Planning Teams Channel. | |
| 4.1.2 | Emergency Planning Work Plan 2021-23 / Emergency Planning Learning and Development Prospectus 2021 23 HLP advised that the EP Work Plan and L&D Prospectus will be included as standing Agenda items at all Contingency Planning Working Group meetings. | |
| 4.1.3 | Corporate / Service / Project Risk Registers HLP advised that the Corporate Risk Register was reviewed by Corporate Management Team every 2 months and received by Governance & Audit Committee every 6 months. The Corporate Risk Register also feeds into the newly established Performance Management Framework and the first exercise will be reported to Corporate Management Team on the 18 th November 2021. Changes are being implemented to the review / reporting process of the Corporate Risk Register, with nominated officers in each department inputting updates directly to the dedicated risk software. HLP wished to raise awareness that the software is also available to record project risk registers. Agreed actions: | |

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| | <ul style="list-style-type: none"> • Contact Project Manager to set-up of Better Ways of Working Project Risk Register in the dedicated risk software • Contact Head of Access to Education to set-up Modernising Education Programme Project Risk Register in the dedicated risk software | <p>HLP</p> <p>JS</p> |
| 5. | <p>Minutes of Transport Risks Working Group – 1st November 2021 The Minutes were noted.</p> | |
| 5.1 | Matters arising from Transport Risks Working Group | |
| 5.1.1 | <p>Zurich Municipal Motor Vehicle Grading Report JS advised that the Fleet Manager and Lead Officer Operational Training were preparing a response to the review completed by the Authority’s fleet insurers. Council officers to meet with the fleet insurers to discuss. Update to be provided at next meeting.</p> | SGP |
| 5.1.2 | <p>Minibus D1 Licence JS advised that the comprehensive review of the category D1 licence requirements following the introduction of minibus “lite” vehicles was ongoing. The Transport Risks Working Group had resolved that whilst the review was ongoing the current Council policy applies i.e. drivers of Council minibuses must have a category D1 licence. Action</p> <ul style="list-style-type: none"> • Check with Fleet Manager that guidance note has been issued to schools <p>Update to be provided at next meeting.</p> | JS |
| 6. | <p>Audit Wales – Review of Risk Management Arrangements HLP delivered a progress report in relation to the proposals for improvement identified by Wales Audit Office. Agreed actions included:</p> <ul style="list-style-type: none"> • The Risk Management Toolkit was accepted by the Group subject to minor amendments. Document to be referred to Corporate Management Team for information. • The RMSG and Working Group Terms of Reference were accepted by the Group subject to the addition of a requirement to review annually. Documents to be referred to Corporate Management Team for information. • Appointment of Departmental Risk Champions and Deputy Risk Champions to be formalised. • Review/update RM Bid Application Form • Risk Management training programme identified via the Council’s Insurers delivered to Corporate Management Team, the Cabinet, Governance & Audit Committee and key officers with responsibility for risk. Workshop session for Corporate Management Team to develop a Risk Appetite Statement scheduled for 2nd February 2022. • RMSG requested that a workshop training session be arranged for key officers to develop their skills in the practical application of risk management. | <p>HLP/JS</p> <p>HLP/JS</p> <p>JS</p> <p>JS</p> <p>JS</p> |
| 7. | <p>TIC Review HLP advised that a TIC Review of Risk Management Arrangements had commenced and the Terms of Reference of the review had been</p> | |

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| | made available to the Group. The fieldwork would be undertaken during November & December 2021. Final Report and recommendations to be issued January 2022. | |
| 8 | Bids for Financial Assistance | |
| 8.1 | E&C – Burry Port Community Primary School This Departmental bid related to the provision of a falconry service to prevent gulls nesting on the school roof. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved in principle subject to further investigation of alternative control methods. | SD |
| 8.2 | E&C – Johnstown Primary School This Departmental bid related to the installation of security improvements at Johnstown Primary School. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved. | |
| 8.3 | Extension of RM Bid 372 – Bryngwyn School This Departmental bid related to the installation of safety improvements at Bryngwyn School. It was agreed that 50% of the additional cost be approved. | |
| 9. | Any Other Business | |
| 9.1 | Risk Management Bid Review It was agreed that a representative from QE High School be invited to the next Risk Management Steering Group to provide a review of the risk management bid for the funding of Phase 1 and 2 of the anti-bullying toilet facilities at the school. | JS |
| 10. | Next Meeting January / February 2022 via Microsoft Teams – exact date to be advised | |