

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Thursday, 10th February 2022

Via Microsoft Teams

| Members Present: | | | |
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| Helen Pugh (Chair) | Corporate Services | Corporate Services Risk Champion (Interest declared for Agenda Items 10.1 and 10.2 – HLP not present for these items) | HLP |
| Cllr David Jenkins | Executive Board Member (Corporate Services) | Executive Board Risk Champion (for Agenda Items 1,2,3 and 7 only – connectivity issues) | DJ |
| Jonathan Fearn | Communities | Chair of Property & Liability Risks Working Group | JF |
| Stephen G Pilliner | Environment | Chair of Transport Risks Working Group | SGP |
| Simon Davies | Education & Children | Education & Children Risk Champion | SD |
| Julie Standeven | Corporate Services | Principal Risk Officer | JS |
| Jackie Bergiers | Chief Executive's | Lead Business Partner (H&S) | JB |
| Jason G Jones | Environment | Property Maintenance Manager | JGJ |
| Sam Walker | Communities | Operations Manager, Pembrey Country Park | SW |
| Louise Church | Chief Executive's | Senior Adviser (Health & Safety) | LC |
| Dave Williams | Queen Elizabeth High School | Headteacher (for Agenda Item 7 only) | DW |
| Nigel Cooke | Queen Elizabeth High School | School Business Manager (for Agenda Item 7 only) | NC |
| Jon Owen | Chief Executive's | TIC Programme Manager (for Agenda Item 8 only) | JO |

| Item No | Subject | Action |
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| 1. | Apologies Richard Stradling – Communities (Leisure) Risk Champion Richard Davies – Communities (Social Care) Risk Champion | |

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| | <p>Alan Howells – Environment Risk Champion Sue P John – School Organisation & Admissions Manager, Education & Children Hayden S Burns – Archives Transformation Manager, Communities Gary Price – Actif Operations Manager, Communities Huw Jones – Marsh UK Ltd</p> | |
| 7 | <p>RM Bid Review – QE High School – Anti-bullying Toilets HLP (Chair) re-arranged the order of the Agenda to consider Item 7 at the beginning of the meeting. This was a departmental initiative, supported by the Steering Group, to install anti-bullying toilets at Q E High School. DW provided a presentation to the Group confirming:</p> <ul style="list-style-type: none"> • Installation of Phase 1 and 2 successfully implemented • Pupils are now more confident to use the facilities and less intimidated, improving pupil wellbeing. • Parental feedback has been extremely positive and felt that pupils’ concerns had been listened to and acted upon. • The areas are now free from graffiti and vandalism <p>DW thanked the Group for its support with the initiative and the opportunity to provide positive feedback on behalf of the School.</p> | |
| 2. | <p>Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held on Thursday, 11th November 2021 via Teams, were confirmed as a true record.</p> | |
| 3.1 | <p>Matters arising from Risk Management Steering Group Minutes.</p> | |
| 3.1.1 | <p>Alarm Receiving Centre JS advised that documentation/information was recently received from Delta Wellbeing, for submission to the Council’s Property Insurers, to consider their suitability to provide an Alarm Receiving Centre service. JF advised that a review of the current provision of fire and security alarms throughout the Authority and the monitoring of these systems was required. Review to include a proposed action plan and possible future bid for funding from the Risk Management Fund.</p> | JS |
| 3.1.2 | <p>Water Safety Equipment JB advised that IT issues had delayed the review and the issue of the report. Update to be provided at next meeting.</p> | JB |
| 3.1.3 | <p>Mod.Gov Confirmation received from Democratic Services that the Mod.Gov platform was available for use by the Risk Management Steering Group. The Group agreed that the Mod.Gov platform to be used for future meetings and JS nominated as the Group’s “departmental publisher”. JS to contact Democratic Services for “departmental publisher” training.</p> | JS |

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| 4. | Minutes of Property & Liability Risks Working Group Meeting – 4th February 2022 The Minutes were noted. | |
| 4.1 | Matters arising from Property & Liability Risks Working Group Minutes | |
| 4.1.1 | Property / Liability Training JF advised that a number of training sessions had been provided by Insurers, Brokers and Loss Adjusters. Subjects included: <ul style="list-style-type: none"> • Property damage claims • Construction Insurance / Owner Controlled Insurance Programmes • Contractor Insurance Requirements Sessions were well attended and feedback positive. | |
| 4.1.2 | Secure by Design Fencing – Schools JF advised that the design of school fencing was being reviewed following issues identified by the Corporate H&S Team. Review to consider identified remedial actions, with a possible Risk Management bid to be brought forward, should works be recommended. | |
| 5. | Minutes of Contingency Planning Working Group Meeting – 28th January 2022 The Minutes were noted. | |
| 5.1 | Matters arising from Contingency Planning Working Group Minutes | |
| 5.1.1 | Departmental Business Continuity Plans HLP advised that a sub-group had been established to complete a critical friend exercise, to challenge the current process for the completion and review of the Departmental BC Plans. | |
| 5.1.2 | Data Centre Business Continuity HLP advised that recent improvements to the Council’s Data Centre arrangements, supported its primary focus to improve resilience and optimise recovery solutions. | |
| 5.1.3 | Critical Incident Protocol SD advised that as a result of communication difficulties experienced during Storm Barra, a new protocol had been introduced for schools to alert the Council of critical incidents. | |
| 6. | Minutes of Transport Risks Working Group – 27th January 2022 The Minutes were noted. | |
| 6.1 | Matters arising from Transport Risks Working Group | |
| 6.1.1 | Zurich Municipal Motor Vehicle Grading Report SGP advised that Council officers had met with Zurich Municipal to discuss progress made in relation to the Insurers recommendations. Ongoing progress will be reported to and monitored by the Transport Risks Working Group. | |

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| 6.1.2 | <p>Minibus D1 Licence SGP advised that following a comprehensive review of the category D1 licence requirements, the Transport Risks Working Group had resolved that all drivers of Council minibuses must have a category D1 licence, Action</p> <ul style="list-style-type: none"> • Check with Fleet Manager/HR Officer that guidance note has been issued to schools | JS |
| 6.1.3 | <p>Changes to the Highway Code SGP advised that the Fleet Manager was liaising with the Road Safety Team to raise awareness of the recent changes to the Highway Code.</p> | |
| 8. | <p>TIC Review – Final Report JO presented the final report of the TIC Review of Risk Management Arrangements. HLP advised that the TIC Review recommendations would be monitored via an action plan also incorporating the Audit Wales and Internal Audit Review recommendations. Progress report to be provided to Risk Management Steering Group as standing Agenda item.</p> | HLP/JS HLP/JS |
| 9. | <p>Sprinkler Policy HLP advised that the Council’s Sprinkler Policy was to be reviewed. The review to include input from Risk Management, Property Design, the Authority’s Brokers and Property Insurers. Update to be provided at next meeting.</p> | HLP/JS |
| 10. | <p>Bids for Financial Assistance tabled at the Property & Liability Risks Working Group – 04/02/2022</p> | |
| 10.1 | <p>E&C – Talley School This Departmental bid related to the installation of safeguarding and security improvements at Talley School. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved.</p> | |
| 10.2 | <p>E&C – Cwrt Henri School This Departmental bid related to the installation of safeguarding and security improvements at Cwrt Henri School. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved.</p> | |
| 11. | <p>Bids for Financial Assistance tabled directly at the Risk Management Steering Group – 10/02/2022</p> | |
| 11.1 | <p>CEX – HR Advisor – Employment Safeguarding This Corporate bid related to the appointment of a HR Advisor specifically responsible for Employment Safeguarding for a period of 12 months. It was agreed that the Corporate bid (i.e. 100% of the estimated cost) be approved.</p> | |

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| 11.2 | E&C – Ysgol Bro Dinefwr This Departmental bid related to the installation of an effective communication system at Ysgol Bro Dinefwr. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved in principle subject to further investigation of additional safeguarding and security measures required at the site. | SD/JB |
| 12. | Any Other Business None | |
| 13. | Next Meeting May 2022 via Microsoft Teams – exact date to be advised | |