RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Friday, 2nd December 2022

Via Microsoft Teams

Members Present:			
Helen Pugh (Chair)	Corporate Services	Corporate Services Risk Champion	HLP
Cllr Alun Lenny		Cabinet Risk Champion	AL
Jonathan Fearn	Communities	Chair of Property & Liability Risks Working Group	JF
Stephen G Pilliner	Environment	Chair of Transport Risks Working Group	SP
Simon Davies	Education & Children	Education & Children Risk Champion	SD
Richard Davies	Communities	Communities (Social Care) Risk Champion	RD
Alan Howells	Environment	Environment Risk Champion	AH
Julie Standeven	Corporate Services	Principal Risk Officer	JS
Jackie Bergiers	Chief Executive's	Lead Business Partner (H&S)	JB
Suzanne Wride	Corporate Services	Risk Assistant	SW

Item No	Subject	Action
1.	**Apologies** Richard Stradling – Communities (Leisure) Risk Champion Sue P John – School Organisation & Admissions Manager, Education & Children Huw Jones – Marsh UK Ltd	
2.	**Minutes of Last Meeting** The Minutes of the Risk Management Steering Group Meeting held on Thursday, 12th May 2022 via Teams, were confirmed as a true record.	
3.	**Matters arising from Risk Management Steering Group Minutes.**	
3.1.1	**Alarm Receiving Centre** JF advised that progress was incremental with major factors being capacity and resources. The matter is due to be discussed at the upcoming Property & Liability Risks Working Group on Tuesday 13th December 2022. JS to forward AH appropriate information for Environment DMT to move matter forward and update to be	JS

	provided at next meeting.	
3.1.2	**Water Safety Equipment** JB advised that an action plan was being developed to be implemented in the new year. Update to be provided next meeting.	JB
3.1.3	**Secure by Design Fencing – Schools** SD advised that the Senior Business Partner (Working Safely) had completed a report to establish the Council's requirements for new fencing at schools. An assessment was to be completed for existing fencing. Update to be provided at next meeting.	SD
3.1.4	**Departmental Business Continuity Plans** HLP advised that a Business Continuity Task & Finish Group had been established supported by the Emergency Planning Team. The Task & Finish group report to Corporate Management Team and the Contingency Planning Working Group.	
3.1.5	**Dashcams** SGP advised that the Council's high risk vehicles were fitted with high level surveillance equipment. An audit of all other vehicles will be completed and an update will be provided at the next meeting.	SGP
3.1.6	**Minibus D1 Licence** JS to contact Lead Officer Operational Training to establish costs of providing Minibus D1 Licence training potential for the submission of a Bid for Risk Management funding at a future date.	JS
4.	**Property & Liability Risks Working Group Meeting postponed to Tuesday 13th December 2022** Minutes to be circulated to the RMSG.	
5.	**Minutes of Contingency Planning Working Group Meeting – Wednesday 23rd November 2022** The Minutes were noted.	
5.1	**Matters arising from Contingency Planning Working Group Minutes**	
5.1.1	**A Review of Loggists – Improvements** HLP advised that there was a need to train additional loggists. Each department to nominate officers suitable for this role and attend training.	
5.1.2	**Training Needs Analysis** HLP advised that Emergency Response Plan training was being piloted by the Environment department and a report would be issued to Corporate Management Team shortly.	
5.1.3	**Corporate / Service Risk Registers** HLP advised that a stand alone Cost of Living Risk Register was to be established, reporting to Corporate Management Team.	
6.	**Minutes of Transport Risks Working Group – 21st October 2022** The Minutes were noted.	
6.1	**Matters arising from Transport Risks Working Group**	
6.1.1	**ZM MV Grading Review** SGP confirmed that the Fleet Manager continued to monitor and action the requirements of the Zurich Municipal Motor Vehicle Grading Review. The action plan was reviewed by the Transport Risks Working Group.	

6.1.2	**Motor Vehicle Driver Handbook** SGP advised that the motor vehicle driver handbook was under review. Update to be provided next meeting.	SGP
7.	**Minutes of the RM Bid Review Meeting – Tuesday 25th October 2022** The Minutes were noted.	
7.1	**RM Bid review Meeting** HLP advised that the bids reviewed were as follows: • Mental Health Support Coordinator • Digital Transformation Project Officer • Ysgol Bro Myrddin – Security & Safeguarding Improvements • Community Safety CCTV Policy Implementation It was agreed by the Group that for future reviews, the presentation must include evidence to support the success or otherwise of the initiative, such as: • Pre and post statistics / data • Pre and post photographs	
8.	**RM Insurance Report** The Group discussed this report and feedback was very positive. SGP and JF felt that the working groups would benefit from trendline claims analysis to identify emerging risks. Trendline graphs to be provided at future working group meetings.	JS/SW
9.	**Draft Risk Appetite Statement for Carmarthenshire County Council** HLP presented the draft Risk Appetite Statement for the Council developed by the Corporate Management Team and Head of Service at facilitated workshops. Draft Statement to be reviewed by Corporate Management Team for approval and then progress to pre Cabinet and the Governance & Audit Committee.	
10.	**RM Reviews – Action Plan** HLP presented the current position as per the action plan for the Wales Audit, TIC and Internal Audit reviews.	
11.	**Bids for Financial Assistance tabled at the Transport Risks Working Group – Friday, 21st October 2022**	
11.1	**ENV – Waste Transformation – CCTV Systems for new glass collection vehicles.** This Departmental bid related to the provision of CCTV systems for the new Waste Transformation Glass Collection vehicles. It was agreed that the Department bid (i.e. 50% of the estimated cost) be approved.	
12.	**Any Other Business** None	
13.	**Next Meeting** 14:00 Friday 3rd February 2023 via Microsoft Teams.	