

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Tuesday, 11th May 2023

Via Microsoft Teams

Members Present:			
Jonathan Fearn (Chair)	Communities	Head of Housing Property & strategic Projects	JF
Helen Pugh	Corporate Services	Chair of Contingency Planning Group	HLP
Cllr Alun Lenny		Cabinet Risk Champion	AL
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Simon Davies	Education & Children	Chair of Property & Liability Risks Working Group	SD
Stephen G Pilliner	Place and Infrastructure	Chair of Transport Risks Working Group	SP
Richard Davies	Communities	Communities (Social Care) Risk Champion	
Andrew Kenyon	Place and Infrastructure	Place and Infrastructure Risk Champion	AK
Jackie Bergiers	Chief Executives	Lead Business Partner (H&S)	JB
Kelvin Howell	Place and Infrastructure	Building Manager (Minor Works)	KH
Suzanne Wride	Corporate Services	Senior Risk Officer	SW

Item No	Subject	Action
1.	Apologies Jason G Jones – Property Maintenance Manager, Place and Infrastructure 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 Tuesday, 4 th April 2023 via Teams, were confirmed as a true record.	
3.	Matters arising from Risk Management Steering Group Minutes.	
3.1.1	Water Safety Equipment	

	<p>JB advised work is ongoing and a specific risk assessment is being carried out for each site. Update to be provided next meeting.</p>	JB
3.1.2	<p>Secure by Design Fencing – Schools SD advised that due to an upcoming Estyn Inspection a questionnaire is being developed to go out to schools with Health & Safety’s input, part of that process will look at vehicular and parental movement around the school sites. SD looking to discuss the matter with the Local Authority Lead Inspector and some Lay Inspectors and ask for their input / assessment of some school sites. Update to be provided next meeting.</p>	SD
3.1.3	<p>Dashcams SGP has undertaken a high level review of the lower risk vehicles and complaints received and at present no immediate action is to be taken. The matter is to be kept under review.</p>	
3.1.4	<p>Minibus D1 Licence SW advised that the approximate cost to put a driver through the D1 Licence process was £1,000. SP advised that the Lead Officer Operational Training is in contact with the schools with regards their requirements.</p>	
3.1.5	<p>Motor Vehicle Driver Handbook SP advised that the second draft of the handbook was being developed. Final amendments to be made and the final version to be taken to Transport Risks Working Group in July.</p>	SP
3.1.6	<p>Risk Appetite Statement HLP advised that there had been a HOS and CMT Workshop to pull a collaborative Risk Appetite Statement together and suitable training to be arranged for Members with Gallagher Bassett to give a background and context for what they will be reviewing.</p>	
3.1.7	<p>BIDS – Schools SW advised all bids that could have been processed have been updated. SW to meet with School Organisation & Admissions Manager to discuss their process when dealing with School bids. HLP hopes that through amending the process to include a greater opportunity to receive direct feedback and presentations from those who were successful in securing bid money we can improve the whole process.</p>	SW
3.1.8	<p>Review of Health & Safety Documentation Due to staff shortages JB explained that there was no update on this matter at present. Update to be provided next meeting.</p>	JB
3.1.9	<p>CEX – H7S – Noise at Work JB advised that initial baseline testing had commenced. Update to be provided next meeting.</p>	JB
3.1.10	<p>Work on school sites by external agencies (e.g. Big Bocs Bwyd) SD is due to finalise the draft guidance letter before passing it through to Non-housing Property for their input. He also confirmed that the schools have had this guidance through PORTH and through weekly updates from the Schools Transformation & Change Manager. Concerns around the new curriculum and the use of outdoor spaces discussed.</p>	SD

3.1.11	Covid Measures in Schools SD has met with H&S and Place and Infrastructure colleagues and the plan is to gather all the information on what we are currently using along with appropriate alternatives taking into account all factors including raised electricity costs etc. and produce a report to bring back to the this group initially, then onto CMT and Cabinet.	SD
3.1.12	Business Continuity Task & Finish Group HLP to speak to the Applications & Business Transformation Manager with regards to the rescheduled workshop and to invite him to be part of this Steering Group.	HLP
4.	Minutes of Property & Liability Risks Working Group Meeting Monday, 17th April 2023 The Minutes were noted.	
4.1	Matters arising from the Property & Liability Risks Working Group Minutes	
4.1.1	Property Claims KH to arrange a meeting to go through the ongoing issues and report back to the group. AL advised that as Members regularly meet with community groups, police representative etc. it would be useful for Members to be advised of any ongoing issues that could be discussed in these forums. HLP informed the group that we are coming up to Insurance renewal shortly and then will be going out to Tender next year, our claims experience will obviously have an effect on premium so can this please be discussed at the working groups.	KH
5.	Minutes of Contingency Planning Working Group Meeting – Tuesday, 2nd May 2023. The Minutes were noted.	
5.1	Matters arising from Contingency Planning Working Group Minutes	
5.1.1	A Review of Loggists - Improvement HLP advised that the new Civil Contingencies Manager was sending out an update on training arrangements for new loggists identified.	
5.1.2	Exercise Lemur HLP advised that the new Civil Contingencies Manager was sending out an update on “Exercise Lemur” and “Mighty Oak”.	
5.1.3	HLP discussed the importance of keeping Departmental Risk Registers up to date and advised the Corporate Risk Register is currently being reviewed / critically assessed by an external Consultant and interviews will take place with some Officers as part of this process.	
6.	Minutes of Transport Risks Working Group Meeting – Thursday, 4th May 2023. The Minutes were noted.	
6.1	Matters arising from Transport Risks Working Group Minutes	
6.1.1	Electric Vehicles SP advised that a meeting on the matter is taking place in June with Internal Officers, our Brokers, and Insurers. SD also raised the issue charging points due to a recent complaint received. JF, SD, SP and KH to meet to discuss charging facilities and arrangements / implications.	SD / JF / SP / KH
6.1.2	Alcohol & Drug Testing Policy – Update	

	SP advised the matter was discussed at the most recent DMT and a draft proposal would be taken to the group when available.	SP
6.1.3	Zurich Municipal MV Review – Update Driver Daily Defect Sheet and testing was discussed, SP advised that the matter is due to be taken to DMT shortly and then discussions with the Trade Unions will follow.	SP
6.1.4	Ysgol Bryn Teg / Dolen Teifi – Electric Minibuses SP to meet with Key Officers to discuss the ongoing issues.	SP
6.1.5	MV Statistics – Claims / Complaints Prompt reporting of claims was discussed, SW to liaise with the Principal Risk Officer and the information to be provided to Insurers for renewal with regards monitoring of claims and mitigating actions taken.	SW
7.	Bids for Financial Assistance tabled at the Transport Risks Working Group – Thursday, 4th May 2023	
7.1	ENV – Driver Training This Corporate bid related to Driver Training. It was agreed that the Corporate bid (i.e. 100% of the estimated cost) be approved.	
8.	Any Other Business	
8.1	Risk Appetite Statement HLP asked that the statement be considered by the group and would welcome any feedback they may have.	All
9.	Next Meeting July 2023 - Exact date to be advised via Microsoft Teams.	