

## RISK MANAGEMENT STEERING GROUP

**Minutes of Meeting held on**

**Thursday, 29<sup>th</sup> April 2021**

**Via Microsoft Teams**

<b>Members Present:</b>			
Helen Pugh (Chair)	Corporate Services	Corporate Services Risk Champion	HLP
Cllr David Jenkins	Executive Board Member (Corporate Services)	Executive Board Risk Champion	DJ
Jonathan Fearn	Environment	Chair of Property & Liability Risks Working Group	JF
Jackie Bergiers	Chief Executive's	Lead Business Partner (H&S)	JB
Alan Howells	Environment	Environment Risk Champion	AH
Richard Davies	Communities	Communities (Social Care) Risk Champion	RD
Julie Standeven	Corporate Services	Principal Risk Officer	JS
Kelvin Howell	Environment	Building Manager (Minor Works)	KH
Dylan W Jones	Corporate Services	Principal Risk Officer	DWJ
Kate Harrop	Chief Executive's	Community Safety Manager	KH

<b>Item No</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b></p> <p>Stephen G Pilliner–Chair of Transport Risks Working Group                      Richard Stradling – Communities (Leisure) Risk Champion                      Sue P John – School Organisation &amp; Admissions Manager,                      Education &amp; Children                      Noelwyn Daniel – Head of ICT &amp; Policy, Chief Executive's                      Robert Edgecombe – Legal Services Manager, Chief Executive's                      Mark Stephens – Marsh UK Ltd</p>	
<b>2.</b>	<p><b>Minutes of Last Meeting</b></p> <p>The Minutes of the Risk Management Steering Group Meeting held on Tuesday, 26<sup>th</sup> January 2021 via Teams, were confirmed as a true record.</p>	

<b>2.1</b>	<b>Matters arising from Risk Management Steering Group Minutes.</b>	
<b>2.1.1</b>	<b>Alarm Receiving Centre</b> Confirmation received from the Legal Services Manager that it was in order for Delta Wellbeing to provide this service for the Council. Discussions with Delta Wellbeing and the Council's Property Insurers to continue. Update to be provided at next meeting.	
<b>2.1.2</b>	<b>Water Safety Equipment</b> No progress to report. Update to be provided at next meeting.	<b>JB</b>
<b>2.1.3</b>	<b>Covid-19</b> With reference to Covid-19, JB advised that the Corporate Health & Safety Team continue to provide support and guidance to the Council and its employees.	
<b>3</b>	<b>Minutes of Property &amp; Liability Risks Working Group Meeting – 16<sup>th</sup> April 2021</b> The Minutes were noted.	
<b>3.1</b>	<b>Matters arising from Property &amp; Liability Risks Working Group Minutes</b>	
<b>3.1.1</b>	<b>Property Claims</b> Meeting to be arranged between CCC technical officers and property claims loss adjusters to clarify aspects of claims settlements.	<b>JS</b>
<b>4.</b>	<b>Minutes of Contingency Planning Working Group Meeting – 14<sup>th</sup> April</b> The Minutes were noted.	
<b>4.1</b>	<b>Matters arising from Contingency Planning Working Group Minutes</b>	
<b>4.1.1</b>	<b>Membership / Terms of Reference</b> CPWG membership and Terms of Reference under review.	
<b>4.1.2</b>	<b>TIC Review – Long term impact of Covid-19</b> The TIC Programme Manager had delivered a presentation of the recent review completed by the TIC Team. Agreed actions included: <ul style="list-style-type: none"> <li>• Departmental Business Continuity Plans to be reviewed with special attention to long-term incidents such as Covid-19.</li> <li>• CPWG to liaise with the Better Ways of Working Group</li> </ul>	
<b>4.1.3</b>	<b>Brexit</b> Update provided to the CPWG by the Economic Development Manager with no negative issues to report.	

<b>5.</b>	<b>Minutes of Transport Risks Working Group – 26<sup>th</sup> April 2021</b> The Minutes were noted.	
<b>5.1</b>	<b>Matters arising from Transport Risks Working Group</b>	
<b>5.1.1</b>	<b>Zurich Municipal Motor Vehicle Grading Report</b> JS advised that the Motor Risk Grading Review of the Authority's fleet risk management arrangements was ongoing. Update to be provided at next meeting.	<b>JS</b>
<b>5.1.2</b>	<b>Ash Die Back</b> It was reported that delivery of the Authority's Ash Die Back project continued to make good progress.	
<b>6.</b>	<b>Wales Audit Office – Review of Risk Management Arrangements</b> DWJ delivered a progress report in relation to the proposals for improvement identified by Wales Audit Office. Agreed actions included: <ul style="list-style-type: none"> <li>• Revised Risk Management &amp; Contingency Planning Strategy including Toolkit 2018-2022 to be circulated to members of the RMSG for feedback.</li> <li>• RMSG Terms of Reference to be reviewed and updated.</li> <li>• Data cleansing of RM Bids.</li> <li>• Risk Management training programme identified via the Council's Insurers and options for delivery to be finalised.</li> </ul>	
<b>7.</b>	<b>Corporate Risk Register</b> HLP advised that the Corporate Risk Register was received by the Governance & Audit Committee on Friday, 26 <sup>th</sup> March 2021.	
<b>8.</b>	<b>Bids for Financial Assistance</b>	
<b>8.1</b>	<b>Extension of RM Bid 386 – Ysgol Llanddarog</b> This Departmental bid related to the installation of security improvements at Ysgol Llanddarog. It was agreed that 50% of the additional cost be approved.	
<b>8.2</b>	<b>E&amp;C – Ysgol Bro Myrddin</b> This Departmental bid related to the installation of security improvements at Ysgol Bro Myrddin. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved.	
<b>8.3</b>	<b>ENV – Cleaning – Mobile Smart Phone Provision</b> This Departmental bid related to the purchase of mobile smart phones for the staff of the Council's Cleaning Service. It was agreed that the Departmental bid (i.e. 50% of the estimated cost) be approved for the cost of the devices only.	

8.4	<p><b>CEX – Community Safety – Implementation of new proposed CCTV Policy</b></p> <p>This bid related to the appointment of a dedicated officer to implement the new proposed CCTV Policy across the Council to ensure compliance with the Protection of Freedoms Act (POFA) 2012.</p> <p>It was agreed that the Corporate bid (i.e. 100% of the estimated cost) be approved.</p>	
8.5	<p><b>ENV – Property – Condition Surveys of CCC Non-Housing Properties</b></p> <p>This bid related to the implementation of a pilot project to establish a comprehensive building condition survey programme.</p> <p>It was agreed that the Corporate bid (i.e. 100% of the estimated cost) be approved.</p>	
9.	<p><b>Any Other Business</b></p>	
9.1	<p><b>Mod.Gov</b></p> <p>DJ requested that the Group consider the use of the Mod.Gov platform for the RMSG meetings. HLP/JS to investigate.</p>	<p><b>HLP/JS</b></p>
9.2	<p><b>Risk Management Working Groups</b></p> <p>It was agreed by the Group that the Executive Board Risk Champion be invited to attend the Risk Management Working Groups.</p>	
10.	<p><b>Next Meeting</b></p> <p>July 2021 via Microsoft Teams – exact date to be advised</p>	