

## RISK MANAGEMENT STEERING GROUP

### Minutes of Meeting held on

**Friday, 30<sup>th</sup> July 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
Stephen G Pilliner	Environment	Chair of Transport Risks Working Group	SGP
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
Kelvin Howell	Environment	Building Manager (Minor Works)	KH
Sue P John	Education & Children	School Organisation & Admissions Manager	SPJ

<b>Item No</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b> Simon Davies – Education & Children Risk Champion Jackie Bergiers – Lead Business Partner (H&S), Chief Executive’s Jason G Jones – Property Maintenance Manager, Environment Mark Stephens – Marsh UK Ltd	
<b>2.</b>	<b>Minutes of Last Meeting</b> The Minutes of the Risk Management Steering Group Meeting held on Thursday, 29 <sup>th</sup> April 2021 via Teams, were confirmed as a true record.	
<b>2.1</b>	<b>Matters arising from Risk Management Steering Group Minutes.</b>	
<b>2.1.1</b>	<b>Alarm Receiving Centre</b> Discussions ongoing between Risk Management, Property, Delta Wellbeing and the Council’s Property Insurers. Update to be provided at next meeting.	<b>JS</b>

<b>2.1.2</b>	<b>Water Safety Equipment</b> No progress to report at this time. Issue to be raised at next Corporate H&S Group meeting. Update to be provided at next meeting.	<b>JF</b>
<b>2.1.3</b>	<b>Mod.Gov</b> 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.	<b>JS</b>
<b>3</b>	<b>Minutes of Property &amp; Liability Risks Working Group Meeting – 8<sup>th</sup> July 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> Training to be provided in September 2021 by the Council's property claims loss adjusters to clarify aspects of claims settlements. Property and Risk Management officers to attend.	
<b>3.1.2</b>	<b>RM Bid 397 – Property Condition Surveys of CCC Non-Housing Properties</b> JF advised that the recruitment of Property Condition Officers was underway. The building condition survey programme will include properties occupied by the Council and those leased to third parties.	
<b>3.1.3</b>	<b>Contractor Administration</b> JF reported that a local construction company had entered into administration and there were a number of sites which would be affected. Discussions were ongoing with interested parties.	
<b>4.</b>	<b>Minutes of Contingency Planning Working Group Meeting – 22<sup>nd</sup> July 2021</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> Review of CPWG membership and Terms of Reference ongoing.	
<b>4.1.2</b>	<b>Debrief Report / Emergency Planning Newsletter</b> HLP advised that future Contingency Planning Working Group meetings will include the following Agenda items: <ul style="list-style-type: none"> <li>• Debrief Reports for future incidents and/or emergencies</li> <li>• Review of Emergency Planning Newsletter</li> </ul>	
<b>4.1.3</b>	<b>Data Centre Business Continuity</b> HLP advised that at the next CPWG meeting a Data Centre Business Continuity presentation will be provided by the Applications Development Manager.	
<b>5.</b>	<b>Minutes of Transport Risks Working Group – 15<sup>th</sup> July 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> SGP advised that the Motor Risk Grading Review of the Authority's fleet risk management arrangements had been completed by the Authority's Motor Insurers. The review had identified areas for improvement and an action plan will be presented to the next Transport Risks Working Group for consideration.	
<b>5.1.2</b>	<b>Ash Die Back</b> SGP reported that delivery of the Authority's Ash Die Back project continued to make good progress.	
<b>5.1.3</b>	<b>MV Statistics – Claims &amp; Complaints</b> SGP advised that Zurich Municipal's Claims Relationship Manager will attend the next Transport Risks Working Group meeting to provide a detailed review of the Council's claims statistics.	
<b>5.1.4</b>	<b>Motor Vehicle Driver Handbook</b> SGP advised that an update of the MV Driver Handbook was underway.	
<b>5.1.5</b>	<b>Minibus D1 Licence</b> SGP advised that following the introduction of minibus "lite" vehicles, a comprehensive review of the category D1 licence requirements was underway. Update to be provided at next meeting.	<b>SGP</b>
<b>6.</b>	<b>Audit Wales – Review of Risk Management Arrangements</b> HLP 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>• Agreed amendments to the Risk Management &amp; Contingency Planning Strategy including Toolkit 2018-2022 to be implemented and revised document circulated to members of the RMSG for feedback.</li> <li>• Agreed amendments to the RMSG Terms of Reference to be implemented and revised document circulated to members of the RMSG for feedback.</li> <li>• Deputy Risk Champions to be appointed</li> <li>• Review/update RM Bid Application Form</li> <li>• Risk Management training programme identified via the Council's Insurers and dates for delivery to be finalised.</li> </ul>	
<b>7.</b>	<b>Corporate Risk Register</b> HLP advised that the Corporate Risk Register was being reviewed by Corporate Management Team. It was agreed that the Corporate Risk Register be included as a standing Agenda item at Risk Management Steering Group meetings.	
<b>8</b>	<b>Bids for Financial Assistance</b>	
<b>8.1</b>	<b>Extension of RM Bid 394 – Ysgol Bro Myrddin</b> This Departmental bid related to the installation of security improvements at Ysgol Bro Myrddin. It was agreed that 50% of the additional cost be approved.	

<b>9.</b>	<b>Any Other Business</b>	
<b>9.1</b>	<b>Risk Management Working Groups</b> The Executive Board Risk Champion advised that he had welcomed the opportunity to attend the Risk Management Working Groups. It was agreed that the invitation would be extended to future Working Group meetings.	
<b>10.</b>	<b>Next Meeting</b> October 2021 via Microsoft Teams – exact date to be advised	

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