

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Conservatory East, Building 8, Parc Dewi Sant Wednesday, 14th September 2016.

| Members Present: | | | |
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| Phil Sexton (Chair) | Corporate Services | Head of Audit, Risk & Procurement | PS |
| 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 Pilliner | Environment | Chair of Transport Risks Working Group | SP |
| Helen Pugh | Corporate Services | Risk Champion | HLP |
| Stephanie R Williams | Education & Children | Risk Champion | SRW |
| Richard Davies | Communities | Principal Officer | RD |
| Adryan Jones | Chief Executive's | Health & Safety Advisor | AJ |
| Jenna Smith | Marsh UK Ltd | External Risk Partner | JS |
| Julie Standeven | Corporate Services | Principal Risk Officer | EJS |

| Item No | Subject | Action |
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| 1. | Apologies Lyn Walters – Communities Risk Champion Heidi Font – Chief Executive's Risk Champion Richard Stradling – Communities (Leisure) Risk Champion Alan Howells – Environment Risk Champion | |
| 2. | Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Wednesday, 13th April 2016, were confirmed as a true record. | |
| 3. | Matters arising from Risk Management Steering Group Minutes. | |
| 3.1 | Risk Management & Business Continuity Strategy PS advised that a new strategy is being developed for 2017-2020. A review of the Council's Risk Management processes is to be completed by its Liability Insurers and the outcomes will be reflected in the new strategy. | |

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| 4. | Minutes of Property & Liability Risks Working Group Meeting – 31st August 2016 The Minutes were noted. | |
| 4.1 | Matters arising from Property & Liability Risks Working Group Minutes | |
| 4.1.1 | Security & Fire Alarms JF advised that an Alarm Monitoring Review is underway and following actions agreed :- <ul style="list-style-type: none"> • Risk Matrix Exercise to be completed • Discuss with the Council’s Property Insurers the minimum specification required for approved alarm receiving centres | |
| 4.1.2 | School Fencing JF advised that a Fencing Framework is being developed by Property. | |
| 5 | Minutes of Transport Risks Working Group Meeting – 6th September 2016 The minutes were noted. | |
| 5.1 | Matters arising from Transport Risks Working Group Minutes | |
| 5.1.1 | Managing Approach to Alcohol & Substance Misuse AJ advised that the Council’s Alcohol and Substance Misuse Policy is under review. Update to be provided at next meeting. | AJ |
| 5.1.2 | MV Statistics – Claims & Complaints SP advised that the new refuse fleet to be introduced soon and training is underway to upskill drivers. | |
| 6. | The Insurance Act 2015 JS advised that The Insurance Act 2015 came into force in August 2016 and replaced a law that had been in place since 1906. A key change for the Council will be the imposition of a new duty to change how information is verified by Senior Officers prior to it being passed on to Insurers. | |
| 7. | Bids for Financial Assistance | |
| 7.1 | E&C – Old Road School This bid related to the provision of a secure foyer to the main school building. It was agreed that the Departmental Bid for £8,250 (50% of the estimated gross cost of £16,500) be approved, subject to confirmation of the costs by the Area Senior Inspector – Property Division (Environment). | |
| 7.2 | E&C – Pwll C P School This bid related to the provision of boundary fencing and gate access at Pwll C P School. It was agreed that the Departmental Bid for £9,000 (50% of the estimated gross cost of £18,000) be approved. | |
| 7.3 | E&C – Ysgol Y Castell, Kidwelly This bid related to the provision of electronic, fob-controlled door security system at Ysgol Y Castell. It was agreed that the Departmental Bid for £1,593 (50% of the estimated gross cost of £3,185) be approved. | |

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| 7.4 | <p>E&C – St John Lloyd This bid related to the provision of security fencing on the south eastern boundary of the School. Areas for concern had also been identified at the neighbouring school site – St Mary’s Primary School. It was agreed that a decision in relation to this bid be deferred subject to investigating the possibility of submitting a joint bid with St Mary’s School to ensure best value for money.</p> | |
| 7.5 | <p>E&C – Dafen Primary School This bid related to the provision of fencing and gate access at Dafen Primary School. It was agreed that the Group were unable to approve or reject this bid based on the information provided to date. The Council’s Health & Safety Officer to liaise with the Area Senior Inspector (Property) to investigate and report back to the Group.</p> | |
| 7.6 | <p>E&C – Johnstown Primary School This bid related to the provision of safeguarding and security measures to include :- Boundary fencing and gate access External doors incorporating electronic fob controlled access Signage It was agreed that the Departmental Bid for £11,750 (50% of the estimated gross cost of £23,500) be approved.</p> | |
| 7.7 | <p>ENV – Highways Depot, Unit 10, Trostre This bid related to the provision of security improvements to the Highways Depot at Unit 10, Trostre. It was agreed that the Departmental Bid for £900 (50% of the estimated gross cost of £1,800) be approved, subject to clarification that the works comply with the Council’s CCTV Policy.</p> | PS |
| 8. | <p>Any Other Business It was agreed that a financial report be provided at the next Risk Management Steering Group, detailing the bids approved to date for the financial year 2016/17</p> | |
| 9. | <p>Next Meeting Date to be advised</p> | |