

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held at Conservatory West, Building 8, Parc Dewi Sant Tuesday, 10th October 2017.

Members Present:			
Helen Pugh (Chair)	Corporate Services	Head of Revenues & Financial Compliance	HLP
Cllr David Jenkins	Executive Board Member (Corporate Services)	Executive Board Risk Champion	DJ
Stephen Morgan	Corporate Services	Technical Claims Officer	SM
Stephen Pilliner	Environment	Chair of Transport Risks Working Group	SP
Stephanie Williams	Education	Risk Champion	SW
Alan Howells	Environment	Risk Champion	AH
Richard Davies	Communities	Principal Officer	RD
Heidi Font	Chief Executive's	Risk Champion	HF
Adryan Jones	Chief Executive's	Strategic Advisor (H&S)	AJ
Jason Jones	Corporate Property	Property and Major Projects Manager	JJ

Item No	Subject	Action
1.	Apologies Richard Stradling – Communities (Leisure) Risk Champion Mark Stephens, Marsh Ltd Jonathan Fearn - Chair of Property & Liability Risks Working Group Julie Standeven – Principal Risk Officer	
2.	Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Monday, 10th July 2017, were confirmed as a true record.	
2.1	Matters arising from Risk Management Steering Group Minutes.	
2.1.1	Corporate Risk Register It was agreed that the Corporate Risk Register be circulated to the Group together with a Summary Report completed by Zurich Risk Engineering UK.	EJS

3	Minutes of Contingency Planning Working Group Meeting – 8th September 2017 The minutes were noted	
3.1	Matters arising from Contingency Planning Working Group Meeting	
3.1.1	Cyber Risk Response Plan Awaiting details from brokers in relation to Cyber Risks Insurance	EJS
3.1.2	CCTV Group due to meet in October and HLP will bring minutes to next meeting	HLP
3.1.3	Resilience Direct Civil Contingency Manager to attend a seminar relating to the Grenfell Towers tragedy – Include as Agenda item at next Risk Management Steering Group Meeting	EJS
3.1.4	Risk Registers Corporate & Service Risk Registers under review and update will be provided at next meeting	HLP
4	Minutes of Property & Liability Risks Working Group Meeting – 14th September 2017 The Minutes were noted.	
4.1	Matters arising from Property & Liability Risks Working Group Minutes	
4.1.1	CEx – H&S Review – Theatres AJ advised that he had attended a meeting with HSE who are satisfied with progress to date. HSE will revisit to see whether works identified have been completed.	AJ
5	Minutes of Transport Risks Working Group Meeting – 28th September 2017 The minutes were noted.	
5.1	Matters arising from Transport Risks Working Group Minutes	
5.1.1	Pool Bike Scheme SM confirmed that Council’s insurers had agreed to extend policies to cover this activity.	
6.	Risk Management & Contingency Planning Strategy 2017-21 Draft strategy considered by Group. Minor amendments identified by DJ & AH	EJS
7.	Bids for Financial Assistance	

7.1	COMM – Carmarthen Leisure Centre This bid related to the replacement of the balustrade at Carmarthen Leisure Centre. It was agreed that the Departmental Bid for £15,880.33 (50% of the estimated gross cost of £31,760.66) be approved.	
7.2	E&C – Bryngwyn School – Extension of RM Bid 345 Request for additional funding (£4,000 – 50% of £8,000) due to increased cost of scheme. The request was approved.	
7.3	E&C – Ysgol Brynsierfel – Traffic Management Improvements SW to attend meeting with School, Police & Traffic Management. Update to be provided at next meeting.	SW
7.4	E&C – Llandybie School This bid related to security and safeguarding improvements at the school. It was agreed that the Departmental bid for £2,500 (50% of the estimated gross cost of £5,000) be approved	
7.5	CEX – Fire Management Review This bid related to the completion of an independent review of Fire Management across the Authority. It was agreed that additional information was required to ascertain the most efficient delivery option	HLP
7.6	St Mary’s School This bid related to the installation of fencing and secure gates to ensure safeguarding of pupils and staff. The group approved the bid in principle but supporting quotes required. The group delegated responsibility to the Chair.	
7.7	Ffairfach School This bid related to security improvements at the school. This bid was deferred pending clarification of costs.	
8	Any Other Business None	
9.	Next Meeting Date to be advised	