

## RISK MANAGEMENT STEERING GROUP

**Minutes of Meeting held at  
Conservatory East, Building 8, Parc Dewi Sant  
Wednesday, 13<sup>th</sup> April 2016.**

<b>Members Present:</b>			
Phil Sexton (Chair)	Resources	Head of Audit, Risk & Procurement	PS
Cllr David Jenkins	Executive Board Member (Resources)	Executive Board Risk Champion	DJ
Jonathan Fearn	Resources	Chair of Property & Liability Risks Working Group	JF
Stephen Pilliner	Environment	Chair of Transport Risks Working Group	SP
Helen Pugh	Resources	Risk Champion	HLP
Alan Howells	Environment	Risk Champion	AH
Richard Davies	Communities	Principal Officer	RD
Richard Stradling	Communities	Business & Projects Manager	RS
Julie Standeven	Resources	Principal Risk Officer	EJS

<b>Item No</b>	<b>Subject</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b> Lyn Walters – Communities Risk Champion Heidi Font – Chief Executive’s Risk Champion Stephanie R Williams – Education & Children Risk Champion Jenna Smith – Marsh UK Ltd	
<b>2.</b>	<b>Minutes of Last Meeting</b> The Minutes of the Risk Management Steering Group Meeting held at Parc Dewi Sant on Tuesday, 22 <sup>nd</sup> December 2016, were confirmed as a true record.	
<b>3.</b>	<b>Matters arising from Risk Management Steering Group Minutes.</b>	
<b>3.1</b>	<b>Risk Management &amp; Business Continuity Strategy</b> PS confirmed that development of a new Risk Management & Business Continuity Strategy for the period 2016-19 is underway. Update to be provided at next meeting.	

<b>4.</b>	<b>Minutes of Transport Risks Working Group Meeting – 17<sup>th</sup> March 2016</b> The minutes were noted.	
<b>4.1</b>	<b>Matters arising from Transport Risks Working Group Minutes</b>	
<b>4.1.1</b>	<b>Pool Bike Scheme</b> SP advised that roll-out of training to commence shortly. Update to be provided at next meeting.	<b>SP</b>
<b>4.1.2</b>	<b>Managing Approach To Drug &amp; Alcohol Misuse</b> Review ongoing – update to be provided at next meeting.	
<b>5</b>	<b>Minutes of Property &amp; Liability Risks Working Group Meeting – 6<sup>th</sup> April 2016</b> The minutes were noted.	
<b>5.1</b>	<b>Matters arising from Property &amp; Liability Risks Working Group Minutes</b>	
<b>5.1.1</b>	<b>Security &amp; Fire Alarms</b> Sub-group to complete gap analysis and prioritise areas for concern.	
<b>5.2</b>	<b>School Fencing</b> Property Services review underway – update to be provided at next meeting.	<b>JF</b>
<b>6</b>	<b>Bids for Financial Assistance</b>	
<b>6.1</b>	<b>E&amp;C – Old Road School – Reception/Foyer</b> This bid related to the provision of safeguarding improvements at Old Road School. It was agreed that the Group were unable to make a recommendation to approve or reject this bid based on the information provided to date. The Council’s Health & Safety Advisor to investigate and report to the Chair of Risk Management Steering Group.	
<b>6.2</b>	<b>E&amp;C – Pentip V A School – Security Improvements</b> This bid related to the provision of safeguarding and security improvements at Pentip V A School. It was agreed that the Group were unable to make a recommendation to approve or reject this bid based on the information provided to date. The Council’s Health & Safety Advisor to investigate and report to the Chair of Risk Management Steering Group.	

6.3	<p><b>E&amp;C – Pwll C P School – Fencing &amp; Gate Access</b></p> <p>This bid related to the provision of safeguarding and security improvements at Pwll C P School. It was agreed that the Group were unable to make a recommendation to approve or reject this bid based on the information provided to date. The Council’s Health &amp; Safety Advisor to investigate and report to the Chair of Risk Management Steering Group.</p>	
6.4	<p><b>E&amp;C – Ysgol Llandybie – Fencing &amp; Gate Access</b></p> <p>This Bid related to the provision of safeguarding and security improvements at Ysgol Llandybie.</p> <p>It was agreed that the Departmental Bid for Phase 1 at £7,000 (50% of the estimated gross cost of £14,000) be approved.</p> <p>In respect of Phase 2, it was agreed that the Group were unable to make a recommendation to approve or reject this bid based on the information provided to date. The Council’s Health &amp; Safety Advisor to investigate and report to the Chair of Risk Management Steering Group.</p>	
7	<p><b>Any Other Business</b></p> <p>None</p>	
8	<p><b>Next Meeting</b></p> <p>Date to be advised</p>	