

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Thursday, 10th August 2023

Via Microsoft Teams

Members Present:			
Jonathan Fearn	Communities	Chair of Risk Management Steering Group	JF
Helen Pugh	Corporate Services	Chair of Contingency Planning Group	HLP
CLlr Alun Lenny		Cabinet Risk Champion	AL
Richard Stradling	Communities	Communities (Leisure) Risk Champion	RS
Simon Davies	Education and Children	Chair of Property & Liability Risks Working Group	SD
Andrew Kenyon	Place and Infrastructure	Place and Infrastructure Risk Champion	AK
Jackie Bergiers	Chief Executives	Lead Business Partner (H&S)	JB
John M Williams	Chief Executives	ICT Operations & Governance Manager	JW
Suzanne Wride	Corporate Services	Senior Risk Officer	SW

Item No	Subject	Action
1.	<p>Apologies</p> <p>Heidi Font - Employee Wellbeing Manager, Chief Executives</p> <p>Sue P John – School Organisation & Admissions Manager, Education and Children</p> <p>Stephen G Pilliner - Chair of Transport Risks Working Group, Place and Infrastructure</p> <p>Richard Davies, Communities (Social Care) Risk Champion, Communities</p> <p>Robert Edgecombe - Legal Services Manager, Chief Executives</p> <p>Gareth Jones – Chief Digital Officer, Chief Executives</p> <p>Kelvin Howell - Building Manager (Minor Works), Place and Infrastructure</p> <p>Huw Jones – Marsh UK Ltd</p>	
2.	<p>Minutes of Last Meeting</p> <p>The Minutes of the Risk Management Steering Group Meeting held on Thursday, 11th May 2023 via Teams, were confirmed as a true record.</p>	

3.	Matters arising from Risk Management Steering Group Minutes.	
3.1.1	<p>Water Safety Equipment</p> <p>JB advised that this was progressing, risk assessments of each current site were almost complete, trial of monitoring devices has commenced, and signage is being developed. A report is being developed and a Bid for funding will be submitted when appropriate. Pending submission of the Bid, It was agreed that the item should be removed from the agenda as an ongoing item.</p> <p>In response to a question about network coverage for the range of equipment to be monitored, JW to send the Low Power Wide Area Networking (LoRaWAN) coverage map to the group and invited them to provide feedback.</p>	JW
3.1.2	<p>Secure by Design Fencing - Schools</p> <p>SD advised that the Senior Business Partner (Working Safely) would provide an update on this matter in the next meeting.</p> <p>With regards to the questionnaire sent out to schools, many had been returned and high-risk areas of concerns have been prioritised.</p>	EC
3.1.3	<p>Review of Health & Safety Documentation</p> <p>Some documents were awaiting agreement at Corporate Health & Safety Leadership Board. JB to update the group as and when required and it was agreed that this item should be removed as a standard agenda item.</p>	JB
3.1.4	<p>CEX – H7S – Noise at Work</p> <p>JB advised that part 1 of the benchmark testing has been completed and the next part will commence early September. The outcomes of that testing will identify what (if any) further work is required. JB to update the group as and when required and it was agreed that this should be removed as a standard agenda item.</p>	JB
3.1.5	<p>Covid Measures in Schools</p> <p>SD advised that the matter was discussed at DMT level and, due to financial constraints, there were no immediate plans to place air purifiers into classrooms. Public Health Wales was currently undertaking an air quality schools project. SD to provide an update on this at the next meeting.</p>	SD
3.1.6	<p>Business Continuity Task & Finish Group</p> <p>HLP to meet with Chief Digital Officer to discuss the approach moving forward. IT to provide support with developing Departmental Business Continuity Plans. Update to be provided next meeting.</p>	HLP
3.1.7	<p>Property Claims</p> <p>KH to provide update on the meeting arranged to discuss the ongoing issues.</p>	KH
3.1.8	<p>Electric Vehicles</p> <p>Head of Environmental Infrastructure to provide an update on the meeting with Insurers.</p>	DJ
3.1.9	<p>Alcohol & Drug Testing Policy – Update</p> <p>Head of Environmental Infrastructure to provide an update at the next meeting.</p>	DJ

3.1.10	Zurich Municipal MV Review – Update Head of Environmental Infrastructure to provide an update next meeting.	DJ
3.1.11	Ysgol Bryn Teg / Dolen Teifi – Electric Minibuses Head of Environmental Infrastructure to provide an update next meeting.	DJ
3.1.12	Risk Appetite Statement HLP advised that no feedback had been received from the group. HLP to confirm current position on sign off.	HLP
4.	Minutes of Property & Liability Risks Working Group Meeting Wednesday, 2nd August 2023 The Minutes were noted.	
4.1	Matters arising from the Property & Liability Risks Working Group Minutes	
4.1.1	Alarm Receiving Centre The Principal Compliance & Condition Manager advised that discussions were ongoing with alarm contractors in relation to the last financial year so there is little to report at present. He also advised that he had been in discussions with IT concerning the digitalisation of systems, which links into the dual path signal which is an issue with the Alarm Receiving Centre. IT are considering a bid re the managing of the problem.	
4.1.2	Works on school sites by external agencies (e.g. Big Bocs Bwyd) In relation to the issues of external companies being asked to work on school sites. SD advised that a letter has been prepared but has been deliberately withheld pending the tweaking of an e form, an incoming framework etc which will lead to the updating of the letter to ensure schools go through appropriate channels and obtain permission from the Council. The intention is to issue the letter at the start of the Autumn term. SD also suggested that this formed part of any update training.	
4.1.3	Any Other Business SD advised that Marsh will be confirming the level of Insurance cover for pollution including contamination issues.	
5.	Minutes of Contingency Planning Working Group Meeting – Friday, 28th July 2023. The Minutes were noted.	
5.1	Matters arising from Contingency Planning Working Group Minutes	
5.1.1	Risk Registers HLP advised that she was currently working on a review of Risk Registers to highlight areas of concern for the Chief Executive. Asked the group to remind their DMTs to revisit all registers to check appropriate updates are in place.	All
5.1.2	A Review of Loggists - Improvement The Civil Contingencies Manager has written a job description for loggists which is awaiting sign-off. This is part of a longer-term plan for a resilient loggist programme and for loggists to gain recognition and financial reward.	

5.1.3	<p>Emergency Response Plan Training</p> <p>The Civil Contingencies Manager had circulated the Emergency Response Plan and an update to include Emergency Planning Work Plan actions. The Civil Contingencies Manager recommended that the “Plan” is replaced with “Guidance” but is satisfied that it reflected all current principles and is up to date. The Emergency Response Plan is due to be signed off by CMT. Awaiting the All Wales National and Security Risk Assessment to be published before the Local Authority version is available so it better reflects the Welsh centric version. Rest Centre procedures are currently being reviewed along with Rest Centre Training. Recently undertook an exercise at the Eisteddfod to test the process and lessons learned will be explored further.</p>	
5.1.4	<p>Exercise Lemur</p> <p>Exercise Lemur was an awareness raising event on the effects of, and response to, a short notice and prolonged loss of electricity at a tactical deployment level. The Civil Contingencies Manager provided an update that the event was well organised and focussed on mechanisms of resilience, essential communication strategies, and vulnerability hubs. “Mighty Oak” was the strategic look at a power outage, coordinated by Welsh Government. The focus was on a resilient power source separate to the National network. The full outcome of the exercises is awaited, as a number of Working Groups have been established to present findings.</p>	
6.	<p>Transport Risks Working Group Meeting – postponed until Tuesday, 12th September 2023.</p>	
7.	<p>Bids for Financial Assistance tabled at the Property & Liability Working Group – Wednesday, 2nd August 2023</p>	
7.1	<p>E&C – Ysgol Rhydaman</p> <p>Bid related to fencing to the front and side of the school due to concerns surrounding pupil absconding / abduction.</p> <p>Due to the urgency of the situation the normal process had been circumvented and was approved in advance by SD as Chair of the Property & Liability Working Group and JF for this Steering Group.</p> <p>The meeting endorsed the approval.</p>	
7.2	<p>CE Contract Management Review Officer</p> <p>Bid related to funding of a 12-month temporary post to undertake a ‘health-check’ review of the Council’s contract management arrangements. Figures to be confirmed with Accountancy.</p> <p>The matter was discussed and recommended for approval on a Corporate (100%) basis</p>	SW
7.3	<p>E&C Halfway School</p> <p>Bid related to fencing to replace what is currently in place to ensure pupil safety.</p> <p>Recommended that this bid be approved on a Departmental (50%) basis</p>	
7.4	<p>E&C Cefneithin School</p> <p>Bid related to fencing in order to ensure pupil safety.</p>	

	Recommended that this bid be approved on a Departmental (50%) basis	
8.	Any Other Business None	
9.	Next Meeting November 2023 - Exact date to be advised via Microsoft Teams.	

FINAL