

RISK MANAGEMENT STEERING GROUP

Minutes of Meeting held on

Thursday, 12th May 2022

Via Microsoft Teams

Members Present:			
Helen Pugh (Chair)	Corporate Services	Corporate Services Risk Champion	HLP
Jonathan Fearn	Communities	Chair of Property & Liability Risks Working Group	JF
Simon Davies	Education & Children	Education & Children Risk Champion	SD
Richard Davies	Communities	Communities (Social Care) Risk Champion	RD
Alan Howells	Environment	Environment Risk Champion	AH
Julie Standeven	Corporate Services	Principal Risk Officer	JS
Jackie Bergiers	Chief Executive's	Lead Business Partner (H&S)	JB

Item No	Subject	Action
1.	<p>Apologies Stephen G Pilliner – Chair of Transport Risks Working Group Jason G Jones – Property Maintenance Manager Richard Stradling – Communities (Leisure) Risk Champion Heidi Font – Employee Wellbeing Manager, Chief Executive's Robert Edgecombe – Legal Services Manager, Chief Executive's Sue P John – School Organisation & Admissions Manager, Education & Children Kelvin Howell – Building Manager (Minor Works), Environment Huw Jones – Marsh UK Ltd</p>	
2.	<p>Minutes of Last Meeting The Minutes of the Risk Management Steering Group Meeting held on Thursday, 10th February 2022 via Teams, were confirmed as a true record.</p>	
3.	<p>Matters arising from Risk Management Steering Group Minutes. None</p>	
4.	<p>Minutes of Property & Liability Risks Working Group Meeting – 20th April 2022 The Minutes were noted.</p>	

4.1	Matters arising from Property & Liability Risks Working Group Minutes	
4.1.1	<p>Alarm Receiving Centre</p> <p>JS advised discussions were ongoing with the Council’s Property Insurers to confirm Delta Wellbeing’s suitability to provide an Alarm Receiving Service for the Council.</p> <p>JF advised that a review of the current provision of fire and security alarms throughout the Authority and the monitoring of these systems was required. Review to include a proposed action plan and possible future bid for funding from the Risk Management Fund.</p> <p>Update to be provided at next meeting.</p>	JS/JF
4.1.2	<p>CEX – Community Safety – Implementation of new proposed CCTV Policy</p> <p>JS confirmed that the CCTV Lead Officer had been appointed and would be providing an update on the CCTV project at the next Property & Liability Risks Working Group.</p>	
4.1.3	<p>Water Safety Equipment</p> <p>JB advised that the review was ongoing and a trial of the new technology had commenced at Llyn Llech Owain.</p> <p>Update to be provided at next meeting.</p>	JB
4.1.4	<p>Mod.Gov</p> <p>JS advised that Mod.Gov “departmental publisher” training to be completed. The Mod.Gov platform would be used for the next Risk Management Steering Group meeting.</p>	
4.1.5	<p>Secure by Design Fencing – Schools</p> <p>SD advised that the review of the design of school fencing was ongoing.</p> <p>Update to be provided at next meeting.</p>	SD
5.	<p>Minutes of Contingency Planning Working Group Meeting – 9th May 2022</p> <p>The Minutes were noted.</p>	
5.1	Matters arising from Contingency Planning Working Group Minutes	
5.1.1	<p>Departmental Business Continuity Plans</p> <p>HLP advised that a sub-group had been established to complete a critical friend exercise, to challenge the current process for the completion and review of the Departmental BC Plans.</p> <p>It was agreed to raise the profile of BC Plans via Corporate Management Team and the Corporate Risk Register.</p>	HLP
5.1.2	<p>Introduction to Emergencies</p> <p>HLP encouraged all members of the Risk Management Steering Group to attend the Introduction to Emergencies training provided by the Civil Contingencies Manager.</p>	
5.1.3	<p>Corporate / Service Risk Registers</p> <p>HLP advised that the new review process implemented for the Corporate Risk Register was working well. A more formal structure needs to be developed for the review of Service Risk Registers with the Contingency Planning Working Group providing support and challenge.</p>	

6.	Minutes of Transport Risks Working Group – 28th April 2022 The Minutes were noted.	
6.1	Matters arising from Transport Risks Working Group	
6.1.1	Dashcams It was noted that the use of dashcams were not supported by the Transport Risks Working Group. The Steering Group agreed that they would like this to be reconsidered by the Transport Risks Working Group and a full report provided to the Steering Group.	SGP/JS
6.1.2	Minibus D1 Licence The Steering Group were reminded that following a comprehensive review of the category D1 licence requirements, the Transport Risks Working Group had resolved that all drivers of Council minibuses must have a category D1 licence. Agreed action: <ul style="list-style-type: none"> • JS to liaise with the Fleet Manager/Operational Training Lead Officer and provide details of costs for Minibus D1 Licence training. • Review to consider a possible future bid for funding from the Risk Management Fund 	JS JS
7.	Risk Management Bid Reviews It was agreed that a separate meeting be arranged for the review of a number of bids. Bids to be reviewed: <ul style="list-style-type: none"> • RM Bid 367 Digital Transformation Project Officer • RM Bid 374 Mental health Support Coordinator • RM Bid 394 Ysgol Bro Myrddin – Security & safeguarding improvements • RM Bid 396 Community Safety CCTV Policy Implementation JS to arrange meeting and invite attendees.	JS
8.	RM Reviews – Action Plan HLP shared the RM Reviews Action Plan which incorporates the Audit Wales, Internal Audit and TIC Review recommendations. Progress report to be provided to Risk Management Steering Group as standing Agenda item.	HLP/JS
9.	Bids for Financial Assistance tabled at the Property & Liability Risks Working Group – 20/04/2022	
9.1	CEX – Investigation & Service Improvement Officer This Corporate bid related to the appointment of an Investigation & Service Improvement Officer for a period of 12 months. It was agreed that alternative funding streams must be considered for this initiative in the first instance and the bid was rejected at this time.	
9.2	CEX – H&S Noise at Work This Corporate bid related to the development and implementation of measures to ensure continued compliance with the Noise at Work Regulations 2005. It was agreed that Phase 1 of the Corporate bid (i.e. 100% of the estimated cost) be approved.	

10.	Bids for Financial Assistance tabled at the Transport Risks Working Group – 28/04/2022	
10.1	ENV – Driver Training This Corporate bid related to the provision of driver training. It was agreed that the Corporate bid (i.e. 100% of the estimated cost) be approved.	
11.	Any Other Business	
11.1	Insurance Report HLP advised that an Insurance Report was being prepared for consideration by Corporate Management Team. Report to be shared with the Chairs of Property & Liability Working Group and Transport Risks Working Group.	JS
12.	Next Meeting July 2022 via Microsoft Teams – exact date to be advised	