

FALKIRK COUNCIL

Subject: UPDATE ON CORPORATE RISK MANAGEMENT WORKING GROUP
Meeting: AUDIT COMMITTEE
Date: 16 MAY 2011
Author: DIRECTOR OF DEVELOPMENT SERVICES

1. INTRODUCTION

- 1.1 The purpose of this report is to update Members on the progress of the Corporate Risk Management Group (CRMG).

2. BACKGROUND

- 2.1 Members will recall the Corporate Risk Management Working Group report presented to committee at the meeting on 3 April 2009, which recommended that the CRMG would continue to provide updates to members on relevant issues being reviewed by the group.
- 2.2 Specific issues and monitoring of identified risks are reported by Services to the Corporate Risk Management Group on an individual Service basis or via specific sub-groups (i.e. Gas Safety Steering Group, Safety at Work Group etc.) for review, monitoring and action as required.
- 2.3 The CRMG meetings are held on a 6 week cycle, with the minutes of the group presented to the Corporate Management Team. This allows for analysis and discussion at a corporate level with appropriate resultant actions as required being addressed at individual Service level.

3. CURRENT ISSUES / REVIEWS

- 3.1 Through the CRMG, the group has identified current issues for review and consideration across all Services.

These are:-

2011 Business Continuity Plans

Work has already commenced on revisiting, testing and updating existing business continuity plans and it is anticipated that this work will be completed by the end of the August 2011. The focus of the testing exercise in 2011 is on loss of access or premises and the impact on essential and critical services that must be provided and maintained during a disruption. The sustained period of severe weather last winter resulted in valuable lessons being learned and these will be incorporated into business continuity plans as part of this review which will highlight the need for individual services to review their arrangements and, where necessary, plan to be more self-reliant but also, flexible, where necessary, to be able to support and assist others as required in terms of the Council's Corporate arrangements.

Pandemic Influenza Planning Consultation

For a number of years, the UK has planned to meet the threat of pandemic influenza and, as Members will recall, a pandemic was declared in 2009, by the World Health Organisation, (WHO). As a result, a review was undertaken to further revise and refine the Councils own response plan and business continuity arrangements linked to this specific threat. The Council, as a member of Central SCG (Strategic Coordinating Group) provided detailed feedback, to assist, in the reassessment of the SCG's planning arrangements. This took place immediately after the 2009 pandemic. An independent national review was carried out in 2010 on the response of the UK Government. Following evaluation of the impact of the pandemic, a revised UK strategy has now been produced and published for consultation, which runs until 17 June 2011. Given the multi-agency nature of the subject, the Councils response will be collated into a collective response by the SCG, with any resultant amended UK strategy being incorporated into the Central SCG and Council response procedures and business continuity models.

Premises Managers Handbook

The premises manager handbook is a live document that will continually be updated and reviewed to incorporate all relevant requirements, roles, responsibilities, procedures and equipment testing certification requirements. Each service is required, as agreed by the CRMG, to prepare and submit an annual Statement of Assurance to confirm that all checks detailed in the premises managers handbooks were being undertaken. It was further agreed that, in May of each year, the CRMG Service representative will provide a report summarising their Service's compliance with the handbook including details of any improvement actions and ensure that outstanding actions relating to premises management within their Service are attended to immediately with a detailed response to the CRMG on those outstanding items by end May 2011.

Premises Intruder Alarms

An assessment and review of the current Council premises intruder alarm systems was instigated by the group and officers are currently in discussions with Central Scotland Police to cross reference records for forwarding to the Council's Contact Centre. Currently an assessment of the level, nature and type of alarms and the protocols for those attending premises when an alarm is raised is being reviewed by the Emergency Planning Unit and our Insurance representatives within the Council's Finance Unit for future presentation to the group.

Emergency Response Procedures

Detailed work is ongoing with an expected completion in late June 2011. A workshop was attended by the Chief Executive, CRMG members and senior managers of Services who could be expected to play a role in an emergency response, to discuss and review the proposed procedures and format of the new document. The new procedures are designed to replace the Council's longstanding Emergency Response Plan. The new format and style is more appropriate to satisfy present day expectations in light of changes to Civil Contingencies legislation, Control of Major Accident Hazard Regulations, and business continuity requirements for individual services and from a corporate perspective. At present comments and feedback on the draft proposal are being incorporated into the document prior to agreement and rolling out across all Services.

Insurance Claim Reporting

Following a presentation on the current levels and mechanisms for recording and reporting possible insurance claims, the group agreed that additional reporting of multiple accidents involving fleet vehicles by the same driver will be highlighted. It was

also agreed that the claims reporting protocols and mechanisms relevant to each individual service would be circulated to Directors and Heads of Service to ensure effective monitoring.

HR Welfare Issues / Initiatives

A number of draft papers have been placed before the CRMG for consideration and comment. These relate to the following

- Workplace Transport Driver Check
- Fire Risk Assessment Database
- Training in the use of Fire Fighting Equipment
- Health and Safety Audit of Occupational Health arrangements
- Review of First Aid provision

4. RECOMMENDATIONS

- 4.1 Members are invited to note the work of the Corporate Risk Management Group and to request officers to report to future meetings of the Audit Committee.**

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Pp Director of Development Services

Date: 5 May 2011

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