

**RISK MANAGEMENT – SUMMARY OF KEY ACTIONS APRIL 2004 TO FEBRUARY 2006**

1.	Items on the Fleet Risk Management Review have been dealt with – for example, Tachographs have been added to the Council’s commercial fleet.
2.	The Risk Management Action Plan was reviewed and updated and a presentation made to SM’s Team Meeting. Specific SM’s were made responsible for each action and will be invited to Risk Management group to report progress against the action plan.
3.	An asbestos register and policy has been completed by the Safety Officer.
4.	The Lone Worker Policy has been updated and a Lone Worker “electronic white board” system has been developed to monitor out of hours and lone working
5.	A number of additional transport issues have been tackled during the year including: Banksman Training, External Assessment of New LGV Drivers and certified in-house assessor training.
6.	Civil Contingencies Bill – following a report to the RM Group, Mark Smith has liaised with WCC to agree an approach.
7.	A report was taken to RM Group regarding the issue of tree inspections, with further reports to committee and a budget has been allocated for 2005/06.
8.	A report was taken to RM Group concerning the vandalism of Car Parking Machines.
9.	The Corporate Risk Register has been updated and additional risks have been added to the Risk Management Action Plan, including the Devizes Leisure Centre Project, Document Management System and Customer First
10.	A representative from the Legal Section attended the Risk Management Group to provide feedback on the risks associated with the FOI Act.
11.	A new risk relating to contract management and associated legal issues has been added to the Risk Register and it has been agreed that the Legal Services Manager will attend the next meeting of the RM Group to report on this issue.
12.	A number of additional issues have been presented to RM Group for discussion: <ul style="list-style-type: none"> <li>a) IT Support for the Leisure Flex System</li> <li>b) A “Memorandum of Understanding” has been agreed with the Wiltshire Authorities, to ensure a continuation of the environmental health service in the event that the service is disrupted.</li> </ul>
13.	An ongoing item for the Risk Management Group has been the close monitoring of the Devizes Leisure Centre refurbishment works. A number of updates have been delivered to the group from the Leisure Services Manager upon the buildings progress.
14.	The Business Continuity plan has almost been completed, although there are a small number of IT related queries which still need clarification.

15.	A review of the Local Authorities (Indemnities for Members and Officers) Order 2004, and how it affects the insurance provision required by Kennet staff, and particularly Members, in performing their official duties.
16.	The group has been updated on the Council's pandemic flu planning, and the response plan Kennet has in place should a pandemic hit Kennet. It was recommended the pandemic flu team continue their work in developing the plan, with the full support of the Risk Management Group.
17.	The Corporate Finance section has implemented closer controls upon Officers travelling while on Kennet business. Procedures were introduced to ensure Officers vehicles have suitable vehicle MOT, and vehicle insurance for the duties being performed.
18.	A new travel claim form has been introduced which includes a declaration upon the condition of an Officer's vehicle, and that they have valid insurance and an MOT upon their private vehicle. A similar form has also been introduced for cycle travel, to ensure cycles and riders are fit for the purpose, and agree to abide by the terms of the highway code.
19.	The group received a verbal report upon the state of Council-owned trees, from the Tree Inspection Officer. Work is underway recording the condition of the trees under a recognised inspection framework, with details recorded on a central database.
20.	Work undertaken by the Transport Manager and the Corporate Finance section has developed a list of the NCAP safety ratings [car safety score in an accident] of the leased cars owned by the Council. A decision is still to be discussed to whether officers requesting new vehicles which fail to achieve a minimum standard will be permitted to do so, or not.
21.	The group has been made aware of new Working at Height regulations introduced in April of this year. The regulations will affect the Council and require platforms to be used when working at height. A working at height code of practice has been developed by the Safety Officer.
22.	An standard agenda item of the meeting is to review and discuss the Council's recent claims experience.
23.	The group considered a new insurance policy new to the market which provides cover for legal costs in defending members code of conduct cases. This will be the subject of another report to the Resources Executive Committee
24.	A report was received and action agreed on the potential risk of lightning strikes at the Council's properties.
25.	The group considered a recent publication on the occurrence of fraudulent insurance claims. A welsh authority recently secured a criminal conviction against an individual for making fraudulent insurance claims and the insurance industry is keen to bring criminal charges wherever possible. Whilst this has not generally been a cause of concern for Kennet, given our low number of claims, it would only take one fraudulent claim to potentially have a significant impact on our claims history and policy costs.
26.	The group received a report relating to the Council's Winter Maintenance Policy.