

## TRANSPORT RISKS WORKING GROUP (TRWG)

### TERMS OF REFERENCE

#### Purpose:

To support the Risk Management Steering Group (RMSG) and to ensure that RMSG is able to maintain a strategic focus.

The Group will:

Consider issues at an operational level, undertaking detailed monitoring of transport risks and being pro-active in identifying solutions.

Review motor vehicle claims and complaints statistics to assist the identification of emerging trends and promote initiatives to reduce the Authority's exposure to these risks.

Provide a multi-service forum to share best practice and procedures for dealing with transport risk issues.

Consider bids for financial assistance from the Risk Management Budget and when recommended for approval refer to the RMSG for final authorisation.

#### Frequency of Meetings:

Meetings will be held every three months, but if specifically required a meeting could be requested by any standing member of the Group.

#### Accountability

Minutes of the Working Group are reported to Risk Management Steering Group.

Minutes of the Steering Group are reported to Governance & Audit Committee

#### Membership

Standing members will be as follows:

Head of Environmental Infrastructure (Chair)

Fleet Manager

Departmental Risk Champions / representatives

Senior Risk Officer

Risk Assistant (Minute Taker)

Health & Safety Representative

External Risk Partner (Advisory role)

Motor Vehicle Insurers (Advisory role)

# Carmarthenshire County Council

## Administration

Administration for the Group will be provided by the Risk Management section in consultation with the Chair of the Group.

Documentation for the Group meetings will be stored within the relevant folders of the Risk Management Working Groups' Teams channel.

## Review

A review of the Terms of Reference will be completed by the Group on an annual basis.