

**PROPERTY & LIABILITY RISKS WORKING GROUP (P&LRWG)**

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

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

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

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

Review settled liability claims to appraise actions taken by departments to avoid similar events in future and identify any lessons which can be learned by other departments and the wider Authority.

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 Economic Development and Property - Chair

Departmental Risk Champions / representatives

Senior Risk Officer

Technical Claims Officer (Minute Taker)

Health & Safety Representative

Property Maintenance / Compliance Representative

External Risk Partner (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.