



which abolishes all of the Area Committees and replaces the four Scrutiny Committees with one Overview and Scrutiny Board.

- 1.3 The Governance Review was conducted in the autumn/winter of 2015 through the Governance Working Group. The Group examined options to streamline the Council's committee structure, particularly in relation to re-thinking the scrutiny function and challenging the need for the Area Committees.
- 1.4 Cabinet considered the Governance Working Group's proposals at its meeting on 19 January 2016, and approved recommendations to Council to implement a new governance structure containing one Overview and Scrutiny Board, and discontinuing the Area Committees. Council subsequently approved the recommendations on 26 February 2016.

## **2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN**

- 2.1 Adoption of a planned schedule of meetings ensures that Council business can be carried out efficiently to meet all of the corporate aims and priorities.

## **3. CONSULTATION**

- 3.1 Consultation has been carried out as detailed in section 1.1.

## **4. ASSESSMENT**

- 4.1 The schedule of meetings has been produced to ensure effective administration of all meetings. At Appendix A, it is proposed that the new Overview and Scrutiny Board would meet eight times per year at a frequency of approximately every six weeks, to enable effective management of the work programme and task groups and reporting to Cabinet. If an urgent matter should arise such as a call-in, then a special meeting of the relevant scrutiny committee can be convened. The Board is scheduled to meet for the first time in June to allow for further scrutiny training, and development of the work programme.

## **5. IMPLICATIONS**

### **Policy**

- 5.1 The schedule of meetings is subject to approval by full Council.

### **Financial**

- 5.2 None.

### **Legal**

- 5.3 None.

## 6. ACTION PLAN

- 6.1 The Cabinet's recommendations will be submitted to the Council meeting on 9 May 2016.

A handwritten signature in cursive script that reads "Lisa Dixon". The signature is written in black ink and is positioned above a thin horizontal line.

**Lisa Dixon**  
**Director**

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IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT HEATHER DONALDSON-BOLDYN (DETAILS ABOVE).

## Risk Matrix

<b>Risk Ref</b>	<b>Date</b>	<b>Risk</b>	<b>Consequences</b>	<b>Mitigation</b>	<b>Current Risk Score</b>	<b>Target Score</b>	<b>Service Unit Manager/ Responsible Officer</b>	<b>Action Plan</b>
1	Mar 2015	That an insufficient number of meetings is scheduled for a particular committee	A committee would be unable to complete its business for the year	If this became apparent, then additional meetings could be arranged as necessary.	B2	B2	D Kitson	As in report

## Glossary of Terms

Risk

An event which may prevent the Council achieving its objectives

Consequences

The outcome if the risk materialised

Mitigation

The processes and procedures that are in place to reduce the risk

Current Risk Score

The likelihood and impact score with the current mitigation measures in place

Corporate Objectives

An assessment of the Corporate Objectives that are affected by the risk identified.

Target Risk Score

The likelihood and impact score that the Council is aiming to achieve

Service Unit Manager

The Service Unit or Officer responsible for managing the risk

Action Plan

The proposed actions to be implemented in order to reduce the risk to the target score

## Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

### Likelihood:

A = Very Low

B = Not Likely

C = Likely

D = Very Likely

E = Almost Certain

### Impact

1 = Low

2 = Minor

3 = Medium

4 = Major

5 = Disaster