

REPORT NUMBER WSC 104/11
 PRESENTED BY SAM RAWLE
 DATE 22ND AUGUST, 2011

PROTOCOL FOR SCRUTINY TASK & FINISH GROUPS

1. PURPOSE OF REPORT

1.1. To establish general principles for the operation of Scrutiny Task & Finish Groups.

2. RECOMMENDATIONS

2.1. That the Scrutiny Committee consider and agree the proposed principles for the formation of Scrutiny Task & Finish Groups.

3. RISK ASSESSMENT (IF APPLICABLE)

Risk Matrix

Description	Likelihood	Impact	Overall
Decision not to agree principles Nil	2	2	4

The scoring of the risks identified in the above table has been based on the scoring matrix below.

Risk Scoring Matrix

Likelihood (Probability)	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact (Consequences)							

- › Mitigating actions for high ('High' or above) scoring risks are to be reflected in Service Plans, managed by the Group Manager and implemented by Service Lead Officers;
- › Lower scoring risks will either be accepted with no mitigating actions or included in work plans with appropriate mitigating actions that are managed by Service Lead Officers.
- ›

4. BACKGROUND INFORMATION

- 4.1. At its meeting on 11th July 2011, the Scrutiny Committee agreed to the formation of Task and Finish Groups to review the services of street cleaning and community safety and that a protocol for the formation of Task & Finish Groups would be presented to this meeting.

The proposed draft protocol is attached at Appendix 1.

5. FINANCIAL/RESOURCE IMPLICATIONS

- 5.1. None directly associated with this report.

6. SECTION 151 OFFICER COMMENTS

- 6.1. It is important to agree the framework within which the review will take place, to ensure the task is adequately finished.

7. EQUALITY & DIVERSITY IMPLICATIONS

None directly associated with this report.

8. CRIME AND DISORDER IMPLICATIONS

- 8.1. None directly associated with this report.

9. CONSULTATION IMPLICATIONS

- 9.1. None directly associated with this report.

10. ASSET MANAGEMENT IMPLICATIONS

- 10.1. None directly associated with this report.

11. ENVIRONMENTAL IMPACT IMPLICATIONS

- 11.1. None directly associated with this report.

12. LEGAL IMPLICATIONS

- 12.1. None directly associated with this report

REPORT TO THE SCRUTINY MEETING TO BE HELD ON 22ND AUGUST 2011

**CONTACT OFFICER: SAM RAWLE
TEL. NO.DIRECT LINE: 01984 635223
EMAIL: SJRAWLE@WESTSOMERSET.GOV.UK**