

North Yorkshire Council
Report to Leader of the Council

28th March 2024

Appointment of the Chair for the Scarborough Town Board
Report of the Director of Community Development

1.0 Purpose of report

- 1.1 To provide the Leader of the Council with information on the process of the nomination of the Chair of the Scarborough Town Board for the delivery of the Long Term Plan for Towns (LTPT)
- 1.2 To appoint the Chair of the Board and to confirm the creation of the Scarborough Town Board

2.0 Summary

- 2.1 On the 30 September 2023 the Prime Minister announced the opportunity for fifty-five towns across Great Britain to benefit from a £20 million fund towards a Long Term Plan. Scarborough was named as one of the towns.
- 2.2 Guidance published by the Department of Levelling Up, Housing and Communities (DLUHC) on 18 December 2023 set out guidance on the governance and on the make-up of the Board. Where an existing Town Deal board is in place, the guidance strongly encouraged it to be re-purposed to draw up the Long Term Plan and; that it is incumbent on the chair, supported by the local authority, to ensure the right people are around the table to fully reflect the priorities of the town.
- 2.3 In order to assess the composition, skills and suitability of the existing Town Deal Board to develop and deliver the Long Term Plan, a review of the Board has been undertaken against the criteria in the guidance.
- 2.4 The Town Deal Board met on the 26 February 2024 in order to consider the review, decide on a process to re-configure the Board and recommend an independent Chair.
- 2.5 The Leader of the Council is asked to consider the recommendation and invite David Kerfoot to service as Chair for a two-year term until 31 March 2026.

3.0 Background

- 3.1 On 30 September the Prime Minister announced the Long-Term Plan for Towns (LTPT), providing up to £20 million of Levelling-up funding and support for fifty-

five towns across Great Britain. The council received notification on the 18 December that Scarborough had been selected as one of the 55 Towns to receive £20m.

3.2 The DLUHC subsequently issued guidance¹ on 18 December 2023 outlining the process for accessing and administering the fund which include establishing a Town Board to lead the programme in line with the principles of the fund. The LTPT has three themes that the fund should contribute to:

- safety and security
- high streets, heritage and regeneration, and
- transport and connectivity.

3.3 The LTPT guidance provides the principles for establishing a Town Board and strongly encourages the re-purposing of existing Town Deal Boards where these exist in order to provide continuity and expediate the process of developing new investment plans/ proposals. The guidance also states that an independent chair of the Town Board should be invited by the local authority.

3.4 Scarborough has an established Town Deal Board which is currently delivering the Scarborough Town Deal Programme. Established in 2020 to work in partnership and collaboration with the former Scarborough Borough Council the Board developed the current Town Investment Plan and now oversee delivery of the programme of projects contained therein utilising funds from the Town Deal. The Scarborough Town Deal programme has already successfully delivered three out of the eight projects with the remaining either underway or moving toward delivery presently with capital expenditure scheduled to be complete by March 2026 and outputs achieved by March 2029.

3.5 The Scarborough Town Board has proposed an area to be covered by the Vision. This is shown in Appendix 1. The area will need to be approved by the DLUHC.

4.0 Establishing the Scarborough Town Board and nomination for Chair

4.1 The LTPT programme envisages a process that will enable local people help identify local priorities and guide investment to improve the area. Town Boards will be established and will be made up of local community leaders and employers. While the local authority remains the accountable body for funding and executing plans, Town Boards are responsible for developing the Long-Term Plan, working closely with local people and organisations. The repurposing of existing Town Deal Boards, where they exist, allows towns to move quickly to draw up their Long Term Plan.

4.2 The Scarborough Town Deal Board has effectively managed the Towns Fund since 2020 and has overseen the development of the Town Investment Plan, assisting in the securing and prioritisation of £20.2 million of Town Deal Funding

¹ <https://www.gov.uk/government/publications/long-term-plan-for-towns-guidance-for-local-authorities-and-town-boards/long-term-plan-for-towns-guidance-for-local-authorities-and-town-boards>

and providing oversight of project delivery. The performance of the current Scarborough Town Deal Board has been recognised as an exemplar by DLUHC. Based on its track record to date and in line with the published guidance, it is proposed that Scarborough Town Deal Board becomes the Scarborough Town Board (STB) and, subject to some changes to membership and representation of the existing board (see Appendix 2), that it continues to oversee the Town Funds programme and development of the new LTPT.

Invitation of an Independent Chair

- 4.3 LTPT guidance states that the Council as accountable body should invite an independent chair to lead the STB. The chair, supported by the local authority, will ensure the right people are confirmed onto the board which reflect the priorities of the town and will appoint a community leader or local businessperson as their deputy.
- 4.4 The guidance is not explicit on the selection of the chair although it states that elected representatives, such as MPs, MSPs or local councillors etc, will not be appointed chair or deputy chair of the Town Board.
- 4.5 Given that the existing Town Deal Board are to become the STB, existing Board members were consulted on the selection of a chair on 26 February 2024 and were asked to make recommendations to the Council as to a suitable appointment. The Town Deal Board concluded unanimously that the existing Chair, David Kerfoot CBE DL should be put forward as Chair. The reasons for this recommendation included:
- An upstanding record in leading the Town Deal Board to date and ensuring exemplary governance since 17 January 2020
 - To provide continuity over the existing Towns Fund programme
 - A strong civic and philanthropic record in and around the Scarborough area
 - A track record of significant business acumen
 - Impartiality brought to board decisions
 - The positive endorsement from business and community groups and organisations within the town.
- 4.6 The Board recommended the term of the Chair be restricted to a period of two years, after which time a new chair will need to be appointed. This tenure will coincide with the completion of the existing Towns Fund programme in March 2026, enabling continuity of existing Town Deal investment activity and providing a transitional period for the LTPT programme to be fully developed.
- 4.7 The Board also debated the nomination of a Deputy Chair and recommended that a suitable local community leader or local businessperson should be sought to fulfil this role.
- 4.8 In light of the recommendations of the STDB and with due regard to the LTPT guidance, Council officers in consultation with senior representatives from DLUHC, have considered Mr Kerfoot's eligibility to the position of Chair of the proposed STB and have concluded that the appointment of Mr Kerfoot is both

permissible and prudent considering his existing experience and standing. Subject to the Leaders approval and in line with the recommendation of this report it is proposed that Mr David Kerfoot CBE DL be appointed as Chair of the STB. The position with regard to having appropriate regard to the guidance is considered further in paragraph 15 (Legal Implications) of this report.

- 4.9 The aim is to appoint the remainder of the STB by 1st April 2024. Board members, supported by the local authority, and in reference to the Scarborough Town Deal Board Review will invite nominations to the STB to ensure representation in accordance with the guidance.

Review of the Town Board membership

- 4.10 The STB will lead the formation of the Long Term Plan and oversee its delivery, it is therefore essential that Board Members have the right skills and representation if the programme is to be successful. A review of the existing Board membership has therefore been undertaken against the LTPT guidance, and a skills appraisal completed. **The Board Review report can be found at Appendix 2.**

- 4.11 Table 1 shows current board membership and identifies where additional / alternative representation is required.

Sector/position	Current Board membership	Recommendation
Independent Chair invited by the Local Authority	David Kerfoot CBE DL	The position of the chair has been reviewed and is it recommended that Mr Kerfoot is invited to service as Chair until 31 March 2026
MP	Member of Parliament for Scarborough and Whitby	Continues to be a board member
Local councillors	NYC Executive Member - Open to Business	In line with guidance a second NYC councillor will also be invited. If Scarborough Town Council is established a representative should also be considered.
Senior representative from the police	No current representative	Invite to be made to NY Police to nominate a representative.
Community partners	No current representative	Scarborough community groups and organisations invited to nominate representatives for these positions (2 or more Board Positions)
Local businesses and social enterprises	Four business representatives	Alternative nominations to be considered
Cultural, arts, heritage and sporting organisations	SJT and English Heritage	SJT to remain. Cultural, arts heritage and sporting organisation to be invited to nominate a representative

Public agencies, education and anchor institutions	CUS, UTC, NYC, YNY MCA	CUS. MCA and NYC invited to have continued board representation.
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4.12 The Chair, supported by the local authority, and in reference to the Scarborough Town Deal Board Review will therefore invite nominations to the STB to ensure representation in accordance with the guidance and Table 1 above.

5.0 Contribution to Council Priorities

5.1 The LTPT will contribute to the following Corporate Plan objectives:

- Place & Environment
 - A clean, environmentally sustainable and attractive place to live, work and visit:
 - A well connected and planned place with good transport links and digital connectivity:
 - Communities are supported and work together to improve their local area.
- Economy
 - Economically sustainable growth that enables people and places to prosper:
 - Culture, heritage, arts and sustainable tourism all play their part in the economic growth of the county:
 - New and existing businesses can thrive and grow.
- People
 - People are free from harm and feel safe and protected.

6.0 Alternative Options

6.1 The Board considered an open invitation for nominations from the wider community for the position of Chair. This was not recommended by the Board who believed that extending the incumbent chair's term to the end of the existing Town Deal will ensure continuity in leadership and not delay the establishment of the new Long-Term Plan. The Council could choose not follow the recommendations of the Board, but it is considered for the reasons identified in this report to make the recommendation to appoint the Chair.

7.0 Impact on other services/organisations

7.1 There are no implications on other services at this stage.

8.0 Financial Implications

8.1 The LTPT will provide an income of £20,000,000 (25% resource, 75% capital) to be allocated over seven years towards a 10 year Vision. An initial £50,000 capacity funding has been received to:

- convene a Town Board
- run community engagement

- support the Town Board in developing Long-Term Plans
 - provide technical expertise to the Town Board for project development including feasibility studies and business cases
- 8.2 A further £200,000 will be released on establishing the Scarborough Town Board. The remaining funding will be allocated in equal proportions across the remaining years; first year's (2024/25) allocation released once the Long Term Plan had been agreed.
- 8.3 The Council will be the accountable body for this fund and will be responsible for ensuring the proper use of public funding. Controls and project monitoring procedures have been put in place to mitigate the risks of project failure in an aim to prevent this occurring.

9.0 Legal Implications

- 9.1 The Government guidance provides that the “Independent Chair of Long-Term Plan for Town Board should be invited by the local authority, considering who is best placed to convene partners and is a respected figure in the community with an obvious passion for the place. The local MP should be engaged as part of the process.”
- 9.2 The local MP, Sir Robert Goodwill, has been consulted on the proposed appointment of the Independent Chair and he is supportive of David Kerfoot CBE DL being appointed to this position.
- 9.3 Further the guidance provides that “if a town already has a Town Deal Board in place ... we strongly encourage utilisation of that forum to act as the Town Board, to avoid unnecessary duplication and allow towns to move quickly to draw up their Long-Term Plan. If an existing forum is to be repurposed, it is incumbent on the chair, supported by the local authority, to ensure the right people are around the table to fully reflect the priorities of the town – this may require further appointments, if deemed appropriate.”
- 9.4 This report states that the existing Town Deal Board is being repurposed as the Town Board as supported by the guidance. This will allow for the new Board to be set up quickly and commence work to draw up its Long-Term Plan.
- 9.5 With regard to the chairing of the Board, the guidance states “Town Boards must be chaired by a local community leader or local businessperson. The chair should act as a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area. They can be anyone who holds a prominent role such as:
- a local charitable organisation
 - a philanthropist
 - the head of a Further Education College
 - a director for the NHS Board or Trust
 - a director of a football club

- 9.6 As stated in the report Mr Kerfoot has a proven track record of leading the Scarborough Town Deal Board to date and therefore has worked within the locality. In addition he has a long history of community service and has served as the High Sheriff of North Yorkshire in 2020/2021 and has been a former Chairman of the LEP for York and North Yorkshire. He also serves as a trustee of the Pendragon Community Trust building a facility for the multi-disabled. In addition he is the patron of the Samaritans and the Clean Slate Solutions (an organisation that supports people with a past conviction into paid employment) and a trustee of Hambleton Food Share (a community partnership which provides emergency food parcels). He was awarded the MBE in 2009 and was subsequently awarded a CBE in 2022 for services to rural businesses and the voluntary community sector. Mr Kerfoot founded the Kerfoot Group in 1980 which grew to sales over £80m on a global basis exporting to over 50 countries before being sold to Avril in 2015.
- 9.7 The Town Deal Board has made a recommendation that the Council appoints Mr Kerfoot to the Chair of the STB. Whilst the guidance provides that the Chair must be a local community leader or local businessperson, it could be argued that as Mr Kerfoot does not live locally he is outside of that definition. However the Council is not prevented from appointing Mr Kerfoot on the following two grounds:
- (i) Mr Kerfoot has chaired the Scarborough Town Deal Board since 17 January 2020 and has therefore had sufficient dealings within the locality to come under the definition of a local community leader. He has already demonstrated that he is acting as a champion for the town and providing leadership to the Scarborough Town Deal Board.
 - (ii) The guidance issued by the Department of Levelling Up, Housing and Communities is only guidance and does not have statutory force. The Council is therefore able to have regard to the guidance but has the discretion to deviate from it in appropriate circumstances. In the current circumstances where the recommendation from the Scarborough Town Deal Board is to appoint the existing Chair who has substantial commercial and voluntary experience, is respected in the area and has an obvious passion for the locality, the Leader may consider it appropriate to deviate from the guidance requirement of being “local”.
- 9.8 The Council has to have regard to the guidance but this does not mean that the guidance must be followed as long as it is taken into account and it is clear that the principles have been considered and the reason why it has not been followed in these circumstances. The usual rules provide that a departure from guidance where a public authority is to have regard to it must be reasoned and rational, in common with public law decisions that involve an element of discretion for the decision-maker. This report in making its recommendations considers the principles of the guidance in ensuring that the STB has a chair that is a respected figure in the community with an obvious passion for the place whilst deviating from the guidance by recognising that he does not live locally. It is recognised that his appointment would provide continuity over the existing

Towns Fund programme and has received positive endorsement from business and community groups and organisations within the town.

9.9 On this basis it is recommended that the Leader appoints the Chair as stated in the report.

10.0 Equalities impact

10.1 An equalities impact screening has been carried out and concluded that there is no adverse equalities impact from the recommended decision.

11.0 Climate Change Implications

11.1 Sustainability will be a cross cutting theme in the programme. All projects will be required to undergo an environmental impact screening as part of the approval process.

12.0 Policy Implications

12.1 There are no policy implications in setting up the LTPT

13.0 Risk Management

13.1 See attached risk register in Appendix 4.

14.0 Human Resources Implications

14.1 Staff resources will be required to support the scheme. Capacity funding is provided within the LTPT fund. A resource plan will be prepared in tandem with the Long Term Plan in order that the programme can be adequacy resourced

15.0 ITC Implications

15.1 There are no ITC implications.

16.0 Community Safety Implications

16.1 Safety and Security is a key theme in the LTPT. A senior member of North Yorkshire police will be invited to join the SDB and Safety and Security interventions will be considered.

17.0 Conclusions

17.1 On the 26 February 2024 the Scarborough Town Board (formally the Scarborough Town Deal Board) recommended that David Kerfoot is invited to service as Chair for a two-year term until 31 March 2026.

17.2 The Town Board considered that Mr Kerfoot is capable of fulfilling the duties required of a Town Board chair to:

act as a champion for the town and provide leadership for the Town Board, ensuring it is community-led and embedded within the local area.

- 17.3 The invitation will ensure continuity in the delivery of the existing of Town Deal programme and that the business of establishing the Long-Term Plan can begin immediately.
- 17.4 The Board and the council have given due consideration to the term of the appointment and recommended that a such a term was appropriate so as to coincide with the end of the Town Deal programme March 2026.
- 17.5 The decision by the Council has been taken following advice from the DLUHC representatives who have advised that the guidance is wholly non-prescriptive and [Board] membership may vary depending on the local context. The appointment of the Chair is a local decision.

18.0 Reasons for Recommendations

- 18.1 The recommendation is the result of a thorough and correct review process which follows the principles of the guidance issued on 18 Dec 2024 where appropriate (and deviates from it as identified in the report);; takes into account the local context; the need for continuity in delivery of the existing Town Deal programme and the expediency required for establishing the new LTPT. A term of two years is set to coincide with the end of the existing Town Deal programme.

19.0 Recommendation

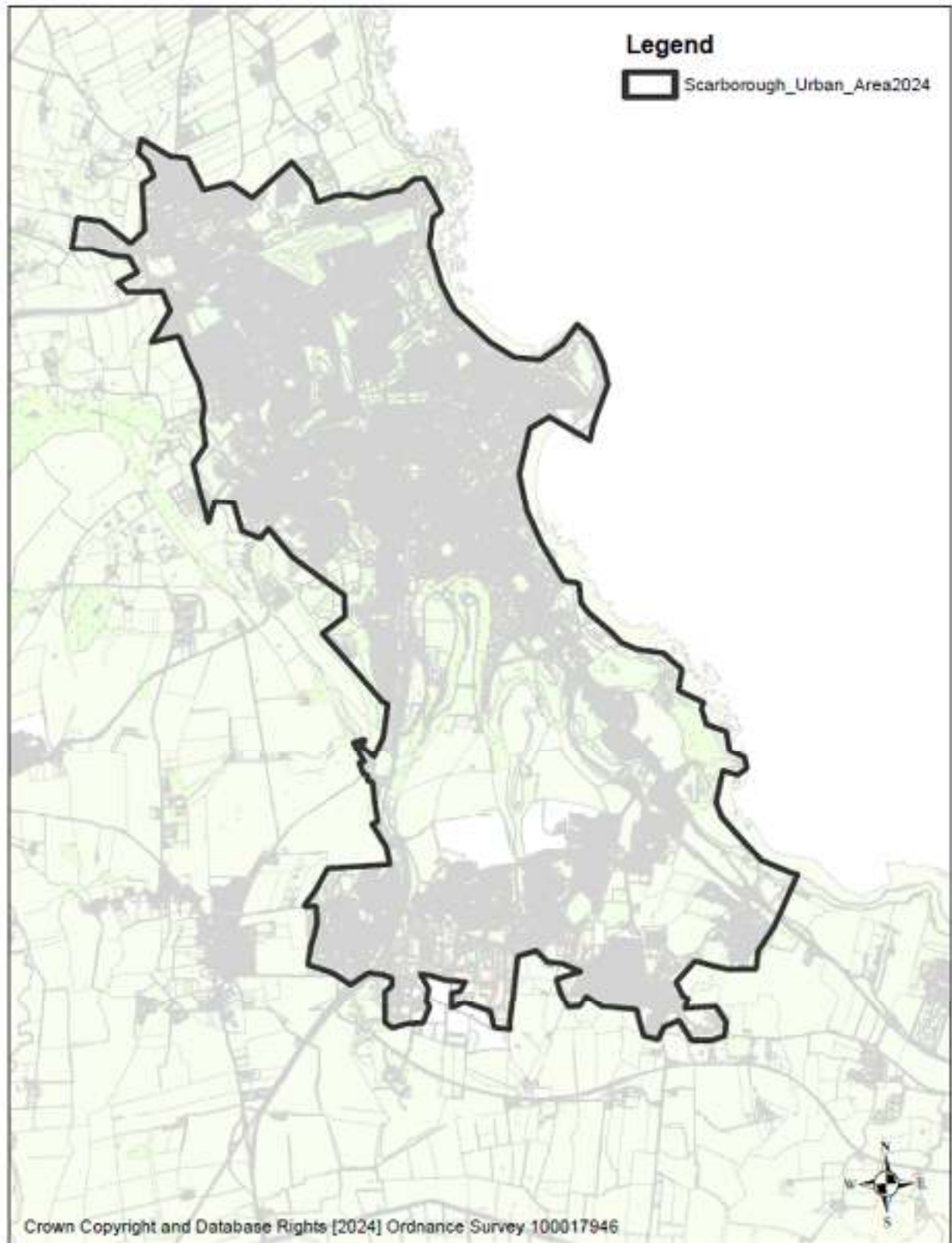
- 19.1 The Leader invites David Kerfoot CBE DL to be the Independent Chair of Scarborough Town Board to serve for a two-year term until 31 March 2026 and confirms the transition of the Scarborough Town Deal Board to the Scarborough Town Board as identified in the report.

Appendices:

- Appendix 1 - Long Term Plan for Towns – Proposed Scarborough Vision boundary
- Appendix 2 – Scarborough Town Deal
- Appendix 3 – Blank Skills Audit Sheet
- Appendix 4 – Risk Register
- Appendix 5 – EIA Assessment

Author of Report: Helen Jackson

Appendix 1: Long Term Plan for Towns – Proposed Scarborough Vision boundary



Scarborough Town Deal

Board Review 2023

Background

On 01 Oct 2023 central government announce that 55 town (including Scarborough) will receive an endowment-style fund of £20 million to support a ten-year Long-Term Plan (LTPT). Town Boards should be set up to drive the priorities for investment. It is encouraged that towns should make use existing Town Deal Board where they exist. Boards may be reviewed and expanded to ensure they have the correct membership.

In December 2023 Scarborough Town Deal Board (STDB) was reviewed against the LTPT guidance². A skills audit was also carried out.

Board membership

Guidance issued by the Department for Levelling Up Housing & Communities in December 2023 advised on the required makeup of the Board, The current Board was appraised against the guidance. There are currently 14 members on STDB. The table below provides a summary of the findings

Table 1 Board Membership review

LTPT Requirement	Guidance	Current position	Recommendation
Independent Chair invited by the Local Authority	The Chair must be local community leader or local business person	David Kerfoot is currently the Chair for the board. David is an independent chair and has been recently endorsed by the existing Board.	The Chair position should be considered as part of the Board review
Member of Parliament	The relevant local MPs, whose constituencies sit within the boundary of the town must sit on the Town Board	Sir Robert Goodwill is a current member of parliament	No action required

² <https://www.gov.uk/government/publications/long-term-plan-for-towns-guidance-for-local-authorities-and-town-boards/long-term-plan-for-towns-guidance-for-local-authorities-and-town-boards>

LTPT Requirement	Guidance	Current position	Recommendation
Local councillors	In unitary authorities, there should be 2 councillors from the authority. Where relevant for the town, the chair may wish to invite parish.	Currently Cllr Derek Bastiman represents NYC	Approach NYC and invite a second local elected member, Once Scarborough Town Council is constituted invite a representative
Senior representative from the police	It is expected that this will be the Police and Crime Commissioner (PCC),	No current representative	Approach PCC
Community partners,	<ul style="list-style-type: none"> • community groups • faith groups • local charities • neighbourhood forums • youth groups • the local Council for Voluntary Service (CVS) or Third Sector Interface (TSI) in Scotland 	No current representative	Consider as part of Board recruitment
Local businesses and social enterprises,	<ul style="list-style-type: none"> • the chair or board members for the Business Improvement District (BID) where these exist • key local employers or investors in the town • community and smaller businesses who have been 	There are currently four local businesses and social enterprises representatives on the Board	Consider the appropriateness of current representative

LTPT Requirement	Guidance	Current position	Recommendation
	<p>shown to be able to support regeneration</p> <ul style="list-style-type: none"> property owners 		
Cultural, arts, heritage and sporting organisations,	<ul style="list-style-type: none"> local sports club directors local heritage groups 	Stephen Joseph Theatre and English Heritage both are represented	No action
Public agencies and anchor institutions,	<ul style="list-style-type: none"> Local schools, higher education and further education institutions Relevant government agencies for that area, for example Integrated Care Boards 	<p>CUS and UTC are both represented</p> <p>Richard Flinton, chief executive and Nic Harne, Director of Communities</p>	No action

Skills audit

In December 2023 a skills audit was completed by the Scarborough Town Deal Board membership. 10 out of the 14 members returned the forms. A blank survey form is appended to this report. The table below provides a summary of the survey results

Table 2 Skills Audit results

Skills, knowledge, experience category	Avg. Score 3 = Significant experience and expertise 2 = Some knowledge or experience 1 = Interested in learning more 0 = No knowledge or experience	Board competency or development need in this area
Governance and Leadership		
Experience in a leadership role	3.0	Strong Board score - no need for development
Strategy development	2.8	Strong Board score - no need for development
Monitoring and evaluating organisational performance	2.6	Mainly strong Board score with one member interested in learning more. Possible

Skills, knowledge, experience category	Avg. Score 3 = Significant experience and expertise 2 = Some knowledge or experience 1 = Interested in learning more 0 = No knowledge or experience	Board competency or development need in this area
		development need to be considered
Risk management	2.6	Mainly strong Board score with one member interested in learning more. Possible development need to be considered
Change management	2.2	Mainly strong Board score with one member no experience. Knowledge share recommended
Project management	2.4	Mainly strong Board score with two members interested in learning more or had no experience. Knowledge share recommended
Equity, diversity and inclusion	2.1	Most had some knowledge but one person had no knowledge and three have expert knowledge. Development need identified
People		
Stakeholder engagement and relationship building	2.4	Fair Board score. However one person had no knowledge. Possible development need to be considered
Conflict resolution/mediation	1.9	Moderate Board score. Development need identified
Finance		
Financial planning/budgeting	2.2	Fair Board score. Possible development need identified
Understanding accounts and scrutiny of financial information	2.3	Fair Board score. Possible development need identified
Fund raising	1.7	Low Board Score. Although two have expert knowledge. Addition support required
Inward investment	1.8	Low Board Score. Although three have expert knowledge.

Skills, knowledge, experience category	Avg. Score 3 = Significant experience and expertise 2 = Some knowledge or experience 1 = Interested in learning more 0 = No knowledge or experience	Board competency or development need in this area
		Recruitment area or addition support required
Marketing		
Marketing and communications	1.2	Low Board Score. Only one claims to have Significant knowledge. Recruitment area or addition support required
Public relations	1.7	Moderate Board score. Possible development need identified
Digital marketing	0.9	Low Board Score. Few have much experience. Possible additional support needed
Social media	1.2	Low Board Score. No one has expert knowledge. Possible additional support needed
Campaigning and advocacy	1.6	Low Board Score. Although three have expert knowledge
Town Deal thematic knowledge		
Safety and security (e.g. CCTV, road safety, designing out crime)	1.5	Low Board Score. Only one had expert knowledge. Possible recruitment area
High streets	1.9	Moderate Board score. Two have expert knowledge. Possible recruitment area
Heritage and regeneration	1.9	Moderate Board score. Although three have expert knowledge
Transport and connectivity (including digital connectivity)	1.7	Moderate Board score. Although two have expert knowledge, one of which is in digital connectivity. Possible recruitment area

Conclusions

The Board is largely compliant with the LTPT requirements with the exception of a senior police representation and community representatives. Although the board has a fair representation from the business community, it may be worth reviewing which sectors people represent against the priorities for the LTPT.

The current board shows a strong level of skills and experience in leadership and strategic development, The Board has moderate skills in conflict resolution; equity, diversity and inclusion, public relations. The Board should seek to strengthen its

capacity in financial planning and monitoring; Inward investment; stakeholder engagements; and marketing and digital communications. This could be done through recruitment of new board members or buy in a resource.

In term of the LTPT themes the board has a low knowledge or experience in safety and security and a moderate knowledge of high streets, heritage and regeneration; and transport and connectivity.

Recommendations

As part of the preparation for the Long Town Plan for Towns it recommended that the membership of is refreshed. The following actions are recommend:

- Review Board structure to facilitate greater community engagement
- Discuss the Chair position and make recommendations to the Local Authority
- Seek a senior member of the police representative
- Review business sector representation against LTPT priorities
- Agree recruitment procedures and selection criteria
- Develop Board development plan to address training/develop need

Appendix 3: Blank Skills Audit sheet

Name of Board Member	
Organisation/role	
Date	

Skills, knowledge, experience category	Board member score	
	3 = Significant experience and expertise 2 = Some knowledge or experience 1 = Interested in learning more 0 = No knowledge or experience	List any relevant details of skills, knowledge or experience in this area
Governance and Leadership		
Experience in a leadership role		
Strategy development		
Monitoring and evaluating organisational performance		
Risk management		
Change management		
Project management		
Equity, diversity and inclusion		
People		
Stakeholder engagement and relationship building		
Conflict resolution/mediation		
Finance		
Financial planning/budgeting		
Understanding accounts and scrutiny of financial information		
Fund raising		
Inward investment		
Marketing		
Marketing and communications		
Public relations		
Digital marketing		
Social media		
Campaigning and advocacy		
Town Deal thematic knowledge		
Safety and security (e.g. CCTV, road safety, designing out crime)		
High streets		

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Appendix 4: Risk register

Risk Ref	Date		Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer
1.	18/03/2024		NYC do not agree with the Boards recommendations for Chair	The position is not filled. An alternative candidate would be required, leading to a failure to meet the 1 st April 2024 funding requirement for the Long Term Plan for Towns Programme. This would result in reputational risk to the Council and a potential loss of funding.	Clear justification is provided in the report	A4	A1	Regeneration
2.	18/03/2024		NYC do not complete their approvals for the position in the required time	The 1 st April 2024 deadline would be missed leading to reputational risk to the Council and potential loss of funding	The decision is treated as an urgent decision	B3	A2	Regeneration
3.	18/03/2024		Challenge to the decision	The council could face a legal case if challenged	Legal advice has been taken around the decision, a clear process has been followed and guidance for DLUHC has been obtained	C1	B1	Legal
4.	18/03/2024		Negative publicity	The programme loose political and/or public support	NYC corporate communication teams control public relations and publicity for Long Term Plan for Towns	C3	A1	Communications

Glossary of Terms

Risk	An event which may prevent SBC 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
Target Risk Score	The likelihood and impact score that SBC 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	[Vertical lines]					
	4			[Vertical lines]			
	3	[Shaded]			[Vertical lines]		
	2	[Shaded]	[Shaded]			[Vertical lines]	
	1	[Shaded]	[Shaded]	[Shaded]			
		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

Initial equality impact assessment screening form This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	Communities Directorate		
Service area	Regeneration		
Proposal being screened	Appointment of an independent chair of the Scarborough Town Deal		
Officer(s) carrying out screening	Helen Jackson		
What are you proposing to do?	The council will invite an independent chair for Scarborough Town Board to serve for two years until March 2026		
Why are you proposing this? What are the desired outcomes?	The Scarborough has been awarded Long Term Plan for Towns funding and the guidance states that the council, as the accountable body, should invite an independent chair. The existing Scarborough Town Deal Board is being re-purposed; has been reviewed and will become the Scarborough Town Board to oversee the delivery of the existing Town Find projects and the new Long Term Plan for Towns.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	£20 million of funding has been awarded to Scarborough over 10 years for improvements to safety and security; regeneration and the high street; and connectivity. NYC are the accountable body and supplying staff resource to support the programme.		
Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYC's additional agreed characteristics As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your directorate representative for advice if you are in any doubt.			
Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	No	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
People in rural areas		✓	
People on a low income		✓	

Carer (unpaid family or friend)		✓	
Are from the Armed Forces Community		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (for example, disabled people's access to public transport)? Please give details.	<p>The Long Term Plan covers all urban areas of Scarborough including areas of deprivation. The programme will seek to improve equality.</p> <p>This decision relates to the appointment of the chair and will not have a direct impact.</p>		
Will the proposal have a significant effect on how other organisations operate? (for example, partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	<p>The Long Term Plan is delivered in partnership with stakeholders and has a strong community engagement. The programme is likely to deal with organisations that support the people with protected characteristics.</p> <p>This decision to appoint of the chair will not involve any other parties.</p>		
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:
Reason for decision	<p>At this stage, the decision purely concerns the appointment of the independent chair and does not have any impact on inequality.</p> <p>Other Long Term Plan activities may have a greater impact and a separate screening will be done.</p>		
Signed (Assistant Director or equivalent)			
Date	20 th March 2024		