Saxilby with Ingleby Parish Council

Non-confidential

Change the Frequency of Finance and Risk Committee Meetings

Report to: Finance and Risk Committee

Meeting Date: 21 October 2026

Report by: Clerk

Power/duty which decision falls under: Local Government Act 1972, Section 101

Which council objective(s) it falls under:
N/A – Council administration

SUMMARY:

This report considers reducing Finance and Risk Committee meetings to quarterly. Quarterly meetings could improve efficiency while retaining structured oversight of financial performance, reserves, forecasts, significant risks and outstanding actions.

The change would not alter the Council's financial or risk-management responsibilities. Officers would continue monitoring matters between meetings, with urgent issues being referred to Full Council or an additional committee meeting where necessary. The Committee is asked to recommend the change to Full Council and review its effectiveness after 12 months.

RECOMMENDATION(S):

Committee

1. Considers and recommends to Full Council that the Finance and Risk Committee meets quarterly, with the revised schedule to be incorporated into the Council's meeting calendar.

2. Recommends that the arrangement is reviewed after 12 months to assess its effectiveness and ensure that financial and risk oversight remains adequate.

Public Sector Equality Duty:
Consider how policies/decisions affect those protected under the Equality Act)
The proposal relates to the frequency of internal committee meetings and is not expected to have a direct impact on individuals with protected characteristics.

Duty to conserve and enhance biodiversity:
No direct impact on biodiversity is anticipated.

Consideration on carbon reduction:
Reducing the number of scheduled meetings may result in a very minor reduction in travel-related carbon emissions and energy use. No significant carbon impact is anticipated.

Impact on staff:
The proposal is intended to reduce officer time spent preparing for and attending inquorate meetings where business cannot be transacted. This should improve the efficient use of staff time and administrative resources, while maintaining financial monitoring and risk management responsibilities between meetings.

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?
(Financial Regulation 17b)
No new service, activity or operational arrangement is being introduced. The proposal changes the frequency of Committee meetings. A risk assessment has been carried out below to assess any potential increase associated with the change.

Consideration of risk management in relation to the proposal[1]
It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas:

Risk category	Consideration and mitigation
Decision Making / Strategic	Quarterly meetings may reduce opportunities for formal consideration of business. Matters requiring urgent decisions should be escalated through the appropriate governance arrangements (e.g. extraordinary meeting or full council)
Staff / Operational	Repeated inquorate meetings result in officer time being spent on preparation and attendance without business being transacted. A quarterly schedule should reduce this inefficiency, although quorum and attendance should be monitored.
Finances	Financial oversight must remain effective despite fewer meetings. Officers should continue monitoring performance on a monthly basis and report significant variances or emerging concerns.
Legal	The Council must continue to comply with statutory financial management and audit requirements, its Standing Orders and Financial Regulations.

[1] *Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?*

REPORT

1. Purpose of Report

To consider whether the frequency of Finance and Risk Committee meetings should be reduced to quarterly meetings and, if supported, to recommend the proposed change to Full Council.

2. Background

Finance and Risk Committee's purpose is to oversee and advise full council on matters relating to financial and risk management, to enhance Saxilby with Ingleby's resilience, and to ensure our community is prepared for potential emergencies.

During the current financial year, the committee has experienced difficulties achieving a quorum at meetings, with planned meetings being inquorate in June and September.

Preparing for and attending meetings that are unable to transact business represents an inefficient use of officer time and administrative resources.

Reducing the frequency of meetings to quarterly may provide a more proportionate arrangement, making better use of officer time while retaining regular opportunities for the Committee to consider financial performance, risk management and other matters within its remit.

3. Proposal and Considerations

The proposed change does not alter the Council's underlying financial monitoring or risk management responsibilities with the proposed change in arrangements remaining in-line with the council's financial regulations.

The Committee is asked to consider recommending to Full Council changes to the Finance and Risk Committee meeting schedule from monthly to quarterly meetings. In-line with the Standing Orders full council would ratify any proposed changes:

> *"Council…Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council" (SO 4dii, pp10);*

The following matters should be considered:

- **Efficiency:** Fewer scheduled meetings could reduce officer time spent preparing reports, agendas and minutes, and allow more time for other financial and governance work.
- **Financial monitoring:** Quarterly meetings provide a structured opportunity to review budget performance, income and expenditure, reserves and forecasts, alongside any significant variances.
- **Risk management:** The Committee would need to maintain effective oversight of the Council's risk register, significant risks and outstanding risk actions.
- **Timely decision-making and flexibility:** Matters requiring a decision between scheduled meetings may need to be referred to Full Council or an additional Committee meeting, where appropriate and in accordance with the Council's delegated authority and Standing Orders. If quarterly meetings are introduced, officers would continue to monitor the

Council's financial position and significant risks between meetings, bringing matters requiring Committee or Full Council consideration forward as necessary.

4. Financial Implications

There are no direct additional financial costs associated with changing the meeting frequency. A reduction in scheduled meetings may generate modest administrative efficiencies through reduced officer preparation time and meeting administration.

There is no anticipated direct impact on the Council's budget, precept or reserves. The Council must ensure that any efficiencies do not compromise effective financial monitoring and control.

5. Conclusion

Quarterly meetings may provide a more proportionate and efficient arrangement for the Finance and Risk Committee, provided that the Council maintains appropriate financial oversight and active risk management between meetings. The Committee is invited to consider the proposal recommend the change to Full Council for approval.