

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley BD16 1AL

RISK AND RESOURCE ASSESSMENT FORM

Please use this form when submitting a motion, or proposal, to a meeting of the council, or a committee. Please identify any costs, resources or risks associated with the motion or proposal, and provide as much information as possible.

1) Name of councillor	
2) Date submitted	
3) Please advise which meeting you wish this to be considered at (motions received after a deadline may not be accepted)	
4) Please provide information on the motion/proposal you are submitting.	
5) Are you including any supporting information? Please state what information is included with your submission	
6) What resources would be needed?	

<p>7) How much do you anticipate the scheme would cost?</p> <p>Which budget heading do you think any costs would come from?</p>	
<p>8) How does the scheme meet the town council's current priorities?</p>	
<p>9) Please estimate how much time would be required by staff at each stage</p> <p>(Include as much information as possible)</p>	
<p>10) Have you identified any potential risks to the council?</p> <p>(Please refer to the council's Risk Assessment Policy and Financial Risk Assessment Policy)</p> <p>If yes, how could these be mitigated?</p>	
<p>11) Have you considered the public sector equality duty?</p> <p>(Please refer to the council's Equality Policy)</p> <p>Would your proposal meet the duty?</p>	

12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?	

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