

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

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.

Changing Places – modular option

1) Name of councillor	Edwina Simpson
2) Date submitted	17/11/2020
3) Please advise which meeting you wish this to be considered at (motions received after a deadline may not be accepted)	Full council, 24 th November 2020
4) Please provide information on the motion/proposal you are submitting.	To allocate funds and agree a project delivery group to move forward with installation of a Changing Places facility in Bingley. See separate proposal. Assessment no. 1 - Modular options This option would see a fully-equipped full-sized modular unit installed to the side of the hub building (south elevation, closest to Myrtle Walk) and connected to utilities. Two providers have been contacted.
5) Are you including any supporting information? Please state what information is included with your submission	Yes – proposal supplied, including options appraisal, management and operational requirements, costs where known, assessment of funding options, assessment of staff resources, need for consultation. Appendix with user feedback.
6) What resources would be needed?	Additional land surrounding the hub would need to be transferred. This has been agreed in principle by Bradford Council with no charge anticipated, but BTC will incur minor legal costs. Contract with modular supplier for supply, delivery and installation of the modular unit. Supplier to undertake ground works.

	Resources will be needed for compliance, running costs and maintenance.
7) How much do you anticipate the scheme would cost? Which budget heading do you think any costs would come from?	<p>1. Modular supplier A - £ 64,750 to supply, deliver and install including ground works.</p> <p>Modular supplier B – firm costs awaited</p> <p>2. Planning permissions – Supplier A will deal with planning and building control for an extra £1,650</p> <p>3. Costs of transfer of additional land – est. £2k</p> <p>4. Ongoing running and maintenance (cleaning/utilities) – est. £10k</p>
8) How does the scheme meet the town council's current priorities?	Providing a Changing Places facility is on the council's list of priority actions.
9) Please estimate how much time would be required by staff at each stage (Include as much information as possible)	<p><i>This assumes some legwork done by CP working group/hub facilities management group and/or paid project manager. A staff member will be needed to service the project delivery group.</i></p> <p>1. Management of project delivery group – 16-18 hours</p> <p>2. Transfer of additional land (liaising with Bradford Council/solicitor) – 5-6 hours</p> <p>3. Management of planning permissions – 4 hours (documentation to be provided by module supplier)</p> <p>4. Agreeing specification with supplier (equipment/security arrangements) – 10-12 hours</p> <p>5. Contract with supplier – 8 hours</p> <p>6. Overseeing delivery and installation – 12-14 hours</p> <p>7. Payments – 4 hours</p> <p>8. Opening facility (arranging cleaning/hygiene services/keys/signage) – 12-14 hours</p> <p>9. Funding alternatives</p> <p>Managing reserve fund – 4 hours</p> <p>Loan – paperwork to be supplied (see proposal document for details - input from CP working group) – 16-18 hours</p> <p>Applications to grant-making trusts – research to be done by CP working group, who will also assist with applications – tbc. 10-12 hours</p> <p>10. Potential management of consultation (alongside Neighbourhood Plan consultation?) – tbc 10 hours</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>Financial</p> <p>Funds will need to be raised for this project. If a loan, possible inability to repay, although this is unlikely.</p> <p>There will be ongoing maintenance costs, though these are not expected to be substantial. Ensure annual budget allowance.</p> <p>The lifespan of a module is about 30 years. The council will need to budget for a replacement.</p> <p>Reputational</p> <p>Some residents, particularly those who were not in favour of the re-provision of public toilets, may not wish to see money spent on this project.</p> <p>It will be important to emphasize the benefits of the project to people with disabilities unable to use regular accessible toilets and their families.</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>	<p>Yes.</p> <p>Yes</p>
<p>12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?</p>	<p>Impacts of the production of the module and its contents is not known.</p> <p>Running costs – the electricity supply from the hub will be 100% renewable</p> <p>Water use – water-saving measures can be investigated</p>