

BINGLEY TOWN COUNCIL

Bingley Town Council, The Hub, 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.

1) Name of councillor	Lewis Kirdale
2) Date submitted	18/4/22
3) Please advise which meeting you wish this to be considered at (motions received after a deadline may not be accepted)	Full Town Council 26/4/22
4) Please provide information on the motion/proposal you are submitting.	It is proposed to set up an investigative working group to evaluate the appetite for and implementation of an initiative(s) to involve young people both in the broader democratic process and instigate two-way engagement between young people and Bingley Town Council. It is proposed that this be coined the "Youth Involvement Working Group". This working group is to be set up as soon as is practically possible.
5) Are you including any supporting information? Please state what information is included with your submission	" Growing a Stronger Youth Council " report which provides significant information around the Kirklees Youth Council complete with the Key Evidence Pack which is within the Democracy Friendly Schools initiative.
6) What resources would be needed?	Councillor time: The working group would convene monthly, and actions would be assigned to be undertaken between meetings. Staff time: Work required to set up meetings, minute meetings, share meeting outcomes and on occasion actions in themselves. Space/venue: There is an assumption that it would be possible to hold meetings in cost-free venues i.e. the hub.
7) How much do you anticipate the scheme would cost? Which budget heading do you think any costs would come from?	There would be costs associated with venue use (electricity, clerk time and meeting support) and potentially relating to DBS checks. These are not legally required but the Council could decide to require DBS checks. If free venues are unavailable, there may a cost in hiring venues.

<p>8) How does the scheme meet the town council's current priorities?</p>	<p>https://bingleytowncouncil.gov.uk/documents/agenda-item-2122-83b-list-of-priorities-2022/?wpdmdl=229404&refresh=61dd58bdca64c1641896125 To be discussed at F&GP. Potentially priority 3/4/5.</p> <p>https://bingleytowncouncil.gov.uk/documents/06-bingley-town-council-priorities-2019-onwards/?wpdmdl=31514&refresh=61dd593350f981641896243</p> <p>Included in the stated priorities with the council written in 2019 by Cllr Dawson in the Service Delivery section.</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>This would be dependent on discussions with young people and how they would like to be represented.</p> <p>Provisionally, this could be capped as monthly Working Groups from as soon as possible until August 2023. This would time-cap mechanisms to enable young people to both speak and feel heard and help limit their scope to being tangible and deliverable.</p> <p>There would be administrative time in setting agendas, attending meetings, taking minutes and resulting administrative work. There would be time required to assign and perform tasks.</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>	<table border="1"> <thead> <tr> <th data-bbox="624 954 874 987">Risks</th> <th data-bbox="874 954 1473 987">Mitigation</th> </tr> </thead> <tbody> <tr> <td data-bbox="624 987 874 1227">Safeguarding concerns</td> <td data-bbox="874 987 1473 1227">1/ Monitored email communication only 2/ Agreement on terms of involvement (i.e. parental consent, non-disclosure of home addresses etc) 3/ Involved councillors DBS checked [to be clarified ahead of first working group meeting]</td> </tr> <tr> <td data-bbox="624 1227 874 1361">Low interest</td> <td data-bbox="874 1227 1473 1361">1/ We dynamically change course based on the feedback we receive 2/ Choose a different mode of youth engagement</td> </tr> <tr> <td data-bbox="624 1361 874 1462">Lack of diversity</td> <td data-bbox="874 1361 1473 1462">1/ Explicitly aim to involve a diverse range of young people from a diverse range of backgrounds</td> </tr> <tr> <td data-bbox="624 1462 874 1570">Workload</td> <td data-bbox="874 1462 1473 1570">1/ Tailor the approach from the larger Kirklees implementation to a smaller scale involvement.</td> </tr> </tbody> </table>	Risks	Mitigation	Safeguarding concerns	1/ Monitored email communication only 2/ Agreement on terms of involvement (i.e. parental consent, non-disclosure of home addresses etc) 3/ Involved councillors DBS checked [to be clarified ahead of first working group meeting]	Low interest	1/ We dynamically change course based on the feedback we receive 2/ Choose a different mode of youth engagement	Lack of diversity	1/ Explicitly aim to involve a diverse range of young people from a diverse range of backgrounds	Workload	1/ Tailor the approach from the larger Kirklees implementation to a smaller scale involvement.
Risks	Mitigation										
Safeguarding concerns	1/ Monitored email communication only 2/ Agreement on terms of involvement (i.e. parental consent, non-disclosure of home addresses etc) 3/ Involved councillors DBS checked [to be clarified ahead of first working group meeting]										
Low interest	1/ We dynamically change course based on the feedback we receive 2/ Choose a different mode of youth engagement										
Lack of diversity	1/ Explicitly aim to involve a diverse range of young people from a diverse range of backgrounds										
Workload	1/ Tailor the approach from the larger Kirklees implementation to a smaller scale involvement.										
<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>12) What are the estimated sustainability implications and greenhouse gas</p>	<p>Travel to venues if meetings are held physically and electricity for lighting at these venues.</p>										

emission impacts of the
proposal?