

# 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	<b>Lewis Kirdale, Mo Carney, Philippa Gibbons</b>
2) Date submitted	25/5/22
3) Please advise which meeting you wish this to be considered at  (motions received after a deadline may not be accepted)	Full Town Council 31/5/22
4) Please provide information on the motion/proposal you are submitting.	<p>The re-establishment of the Events, Marketing and Advertising Committee (EMAC) which will have explicit oversight of:</p> <ul style="list-style-type: none"><li>• Events and events planning</li><li>• Marketing of events</li><li>• Advertising of activities</li><li>• Collaboration with BMDC re: weekly market</li><li>• Collaboration with Otley Town Partnership re: farmer's market</li></ul> <p>Between 2018 and 2021 BTC had an EMAC that met bi-monthly. This was disbanded in 2021 as it was felt to be no longer necessary. However recently there has been discussion around how BTC presents itself at events and how we effectively promote what we are doing and engage with residents. General feeling is that we are too passive in these activities and therefore need the reinstatement of the committee to drive things forward and also ensure consistency in communications.</p>
5) Are you including any supporting information?  Please state what information is included with your submission	Terms of Reference for the Committee (from its previous incarnation)
6) What resources would be needed?	<ul style="list-style-type: none"><li>• Staff time</li><li>• Councillor time</li></ul>

	<ul style="list-style-type: none"> <li>• Production of materials (eg. content for display boards, digital and non-digital resources)</li> <li>• Meeting venues (if the Hub is not used)</li> <li>• Electricity for selected venue</li> <li>• Streaming/recording functionality</li> </ul>										
<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>There would be costs associated with venue use (hire and/or electricity). Minimal if the Hub is used.</p> <p>Clerk time for meeting support, activities from meetings, and venue sourcing (if required). With bi-monthly meetings this is expected to be no more than 6 days effort per annum.</p> <p>Material production - costs could include design, production, distribution.</p> <p>Whilst there are two budgets that would absorb base costs, Events (4520) and Communications (4215); work for specific projects would be allocated to their cost centre (eg. Regeneration &amp; Tourism 4460, Green &amp; Clean 4480, Neighbourhood Plan 4440).</p>										
<p>8) How does the scheme meet the town council's current priorities?</p>	<p>This is integral to all Town Council priorities as public engagement is central to everything the Council does.</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 an ongoing committee. That would meet on a bi-monthly basis. There would be administrative time required 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>Risks</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td>Staff time</td> <td>Recruitment process is ongoing for more Council staff</td> </tr> <tr> <td>High workload for staff</td> <td>Recruitment process is ongoing for more Council staff</td> </tr> <tr> <td>Lack of involvement from fellow councillors</td> <td>No mitigation possible, needs active Councillor involvement</td> </tr> <tr> <td>Reputational</td> <td>Reinstating the Committee will assist the Council to get its message across and be seen to be relevant and improving Bingley for everyone</td> </tr> </tbody> </table>	Risks	Mitigation	Staff time	Recruitment process is ongoing for more Council staff	High workload for staff	Recruitment process is ongoing for more Council staff	Lack of involvement from fellow councillors	No mitigation possible, needs active Councillor involvement	Reputational	Reinstating the Committee will assist the Council to get its message across and be seen to be relevant and improving Bingley for everyone
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<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>Whilst we are keen to make more use of digital media, materials produced by the Committee will cater for multiple needs.</p>										

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

Travel to venues if meetings are held physically and electricity for lighting at these venues.