

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	Rachael Drucquer
2) Date submitted	January 2023
3) Please advise which meeting you wish this to be considered at (motions received after a deadline may not be accepted)	Full Council, 17 th January 2023
4) Please provide information on the motion/proposal you are submitting.	Play in the Park scheme. 6 dates during the summer of 2023: Friday 28 th July 2023 Friday 4 th August 2023 Friday 11 th August 2023 Friday 18 th August 2023 Friday 25 th August 2023 Friday 1 st September 2023 The exact location for each of these events can be discussed nearer the time and should take into account other events which village societies put on.
5) Are you including any supporting information? Please state what information is included with your submission	N/A

<p>6) What resources would be needed?</p>	<p>The Bradford Council employees set up all the equipment and complete risk assessment. However there is still some confusion among residents regarding who actually puts on the events so it would be best for a councillor to be present at each event to promote BTC.</p>
<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>£700 per event (6 events): £4,200</p>
<p>8) How does the scheme meet the town council's current priorities?</p>	<p>Encourages people to make use of parks and green spaces.</p> <p>Putting on free events which enhance the image of the town and promote the Town Council.</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>None from councillors in the organisation. Attendance by councillors during the events.</p> <p>Admin staff – approx. 2 work hours to organise.</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>If Covid 19 is still an issue there will be a risk of infection. If there is a surge in cases nearer the time then the event may have to be cancelled. Possibility of having to reschedule due to bad weather.</p>

<p>11) Have you considered the public sector equality duty? (Please refer to the council's Equality Policy)</p> <p>Would your proposal meet the duty?</p>	<p>Event is free so open to people from all socioeconomic backgrounds.</p> <p>Events take place across a variety of Bingley's parks so residents from all the villages will have the opportunity to attend.</p>
<p>12) What are the estimated sustainability implications and greenhouse gas emission impacts of the proposal?</p>	<p>Events take place in Bingley so few people will have to use cars/public transport to travel. Most will be able to walk.</p> <p>Encourages future use of Bingley's parks.</p>