

RISK ASSESSMENT - WELCOME BACK FUND

Background :

Corby Town Council was notified of the ability to access grant funding in the sum of £41,236.98 on 27/9/21. The fund was being provided by the Welcome Back Fund and the deadline for proposals for the events was given as 8th October 21. At that time, Corby Town Council had an interim clerk who worked for 10 hours per week. The grant money had to be spent by 31st March 2022. The projects which the work could be spent on were listed as:

1. Support to develop an action plan to reopen the local economy and support the local 'high street' – such as a survey/ surveys, to understand what's needed to support the 'high street'.
2. Communication and public information activity to ensure that reopening of the local economy can be managed successfully and safely – such as leaflets, posters, social media and the use of other information channels.
3. Business-facing awareness raising activities to ensure that reopening of the local economy can be managed successfully and safely – such as consultancy support for local businesses.
4. Temporary public realm changes to ensure that reopening of the local economy can be managed successfully and safely – such as the use of planters and barriers
5. Support in promoting a safe public environment for a local area's visitor economy – including local campaigns, events and promotions

Decision making action plan :

Corby Town has one full time employee and no other members of staff in order to deliver an event. The ability to deliver this event would mean working in partnership with the Town Centre Management Team who had an established team in place experienced in events and projects and were solely responsible for the town centre economy. A plan to enhance a Xmas event over a period of one month was devised by the Town Centre Management's PR team (Impact PR Christmas Plan 2021) and was submitted to NNC for approval to use a total of £33,000.00 of the funds on various events throughout the Christmas period. Formal approval of the Christmas Plan 2021 and to utilise total expenditure of £33,000.00 (invoiced separately to reflect the table of events) of the fund was given at the Finance meeting of Corby Town Council held on 11th October 2021. Approval was given by NNC to the plan on 20th October 2021 and authority to spend was given. Invoices were to be sent by Impact PR to Corby Town Council and then another invoice addressed to NNC were to be sent to NNC by Corby Town Council once a purchase order had been raised

Risk Assessment Action Plan –

Areas of risk to consider :

- Contractors Insurance for events (copies to be retained and amount covered is appropriate)
- Contractor Risk Assessments
- Payments (invoicing process) – timescales of payments and the ability to 'front fund' the project from reserves.
- Non -provision of services from contractor (how to cancel/public perception)
- COVID 19 mitigation

- Fire risk and evacuation procedures
- Insolvency of company in receipt of grant