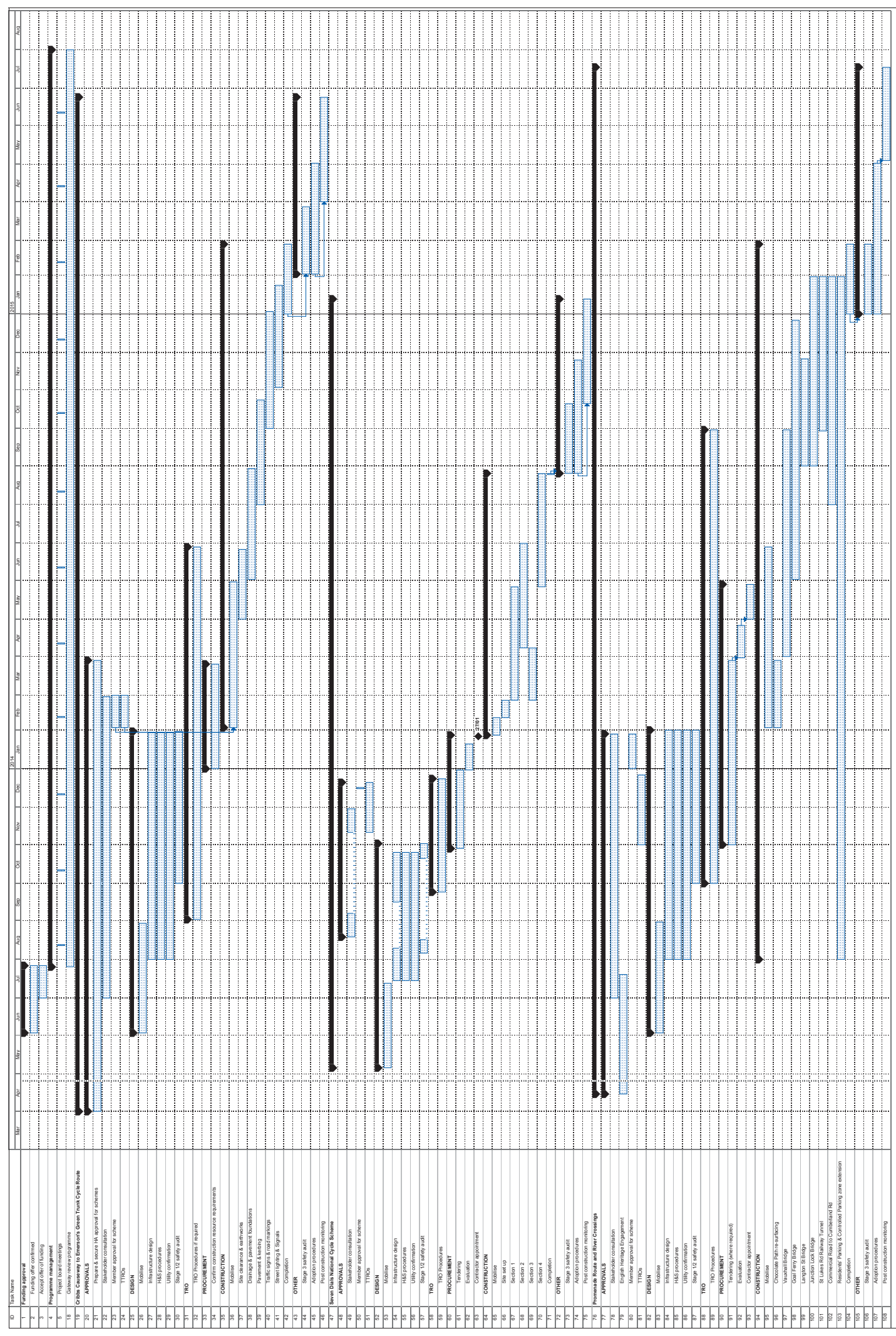


HEAT for Cycling for Cycle Ambition Grant Bid

Years	Attribution: 80%	VfM Band	Attribution: 100%	VfM Band
10	2.64:1	High	3.3:1	High
20	5.98:1	Very High	7.48:1	Very High
30	8.35:1	Very High	10.44:1	Very High
60				

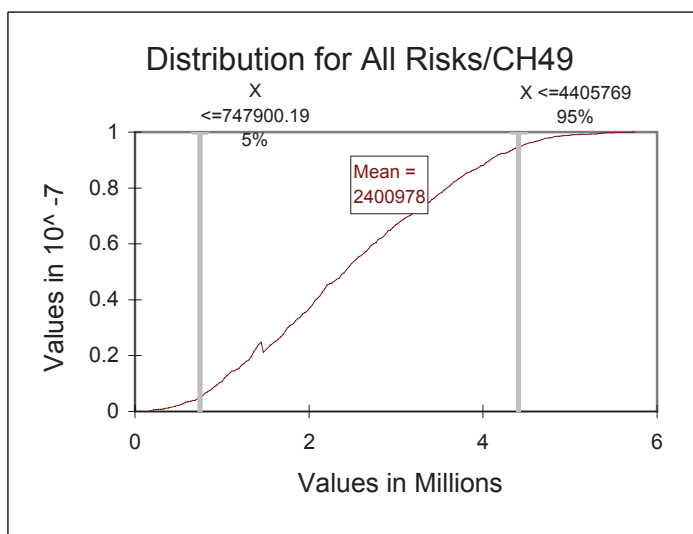
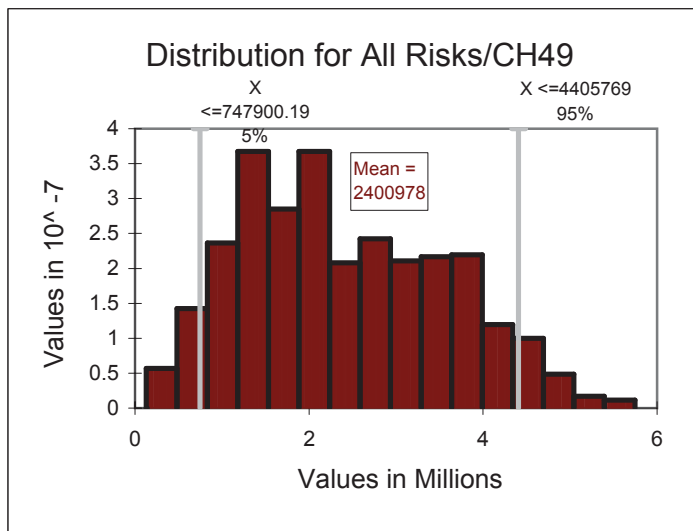
The above Table shows the BCRs for the health economic assessment element of the bid, based on a range of assumptions.

- The BCRs have been calculated for both an attribution of 80% and 100% to the implementation of the interventions proposed
- Critically, it has been concluded in the main economic assessment that there would be an additional 8,300 cycle trips per day (2.9 million per year)
- This increase would be achieved with 4 years and 75% of the increase would be achieved within 2 years
- The benefits are derived from the savings in premature deaths using the DfT value of a statistical life (£1,654,000)
- The increase in cycling is averaged at 34 minutes for a two-way trip which requires that the increase in cycle trips is halved to 4,150
- For each new cycle user there is a reduced risk of premature mortality of 45% compared with those not being active through cycling
- The discount rate is 3.5% for all calculations up to 30 years
- The current value of the total benefits accumulated over 10 – 30 year varies from the lowest value at 80% attribution to the intervention at 10 years of £29,270,000 to 100% attribution at 30 years of £115,879,000.



Risk ID	Risk Description		Pre Response Ranking											Response Action Plan						Post Response Ranking						Objectives					
	Source of Risk	Consequence	Probability (%)	Probability Scale (0,1,2,3,4)	Cost Impact (£)	Simple Expected Value (MEV)	Safety	Technical Quality	Environment	Communications	Cost	Programme	Reputation	Overall Impact (0,1,2,3,4)	Risk Priority	Strategy	Specific Action	Probability (%)	Probability Scale (0,1,2,3,4)	Cost Impact (£)	Simple Expected Value (MEV)	Safety	Technical Quality	Environment	Communications	Cost	Programme	Reputation	Overall Impact (0,1,2,3,4)	Risk Priority	
31	Avon Crescent: retaining wall. EA support and structural integrity following maintenance works	EA objects to the scheme. Some scheme elements are not as intended. Failure of the structure following maintenance works.	40%	3; 40-60%	2,000,000	800,000					5	3	2	5	H	Reduce	Early engagement with the EA and other key stakeholders	40%	3; 40-60%	2,000,000	£800,000					5	3	2	5	H	
32	Chocolate Path - heritage implications of reuse of materials	Time delay in programme to gain approval of materials. Impact on British Heritage Railway in programme due to restricted working, limited scope.	60%	3; 40-60%	1,000,000	600,000	3	2			5	3	2	5	H	Reduce	Early engagement with Heritage groups	30%	2; 20-40%	600,000	£150,000	2	2			3	2	1	3	M	
33	Operation, maintenance and evaluation of Chocolate Path works	Impact on reputation from poor project delivery or outcomes. Full extent of programme benefits are not understood the full impact of the scheme.	50%	3; 40-60%	250,000	£125,000	3				3	4	1	4	H	Reduce	Early engagement with British Heritage Railway and early contractor involvement	20%	1; 0-20%	250,000	£50,000	1				2	1	2	2	L	
34	Schemes and initiatives are not as well used as intended	Impact on reputation from poor project delivery or outcomes. Full extent of programme benefits are not understood the full impact of the scheme.	30%	2; 20-40%	0								3			Reduce	Ensuring schemes are included in wider transport initiative and B&I is being made to NIHR for assistance in evaluating the scheme.	20%	2; 20-40%	0								2			
35			20%	3; 40-60%	5,000	£1,000					1		1	1	L	Reduce			20%	2; 20-40%	5,000	£1,000					1		1	1	L

Simulation Results for All Risks / CH49



Summary Information	
Workbook Name	CC_Risk_Register_v2.xls
Number of Simulations	1
Number of Iterations	1000
Number of Inputs	154
Number of Outputs	5
Sampling Type	Monte Carlo
Simulation Start Time	11/04/2013 14:22
Simulation Stop Time	11/04/2013 14:22
Simulation Duration	00:00:03
Random Seed	1720785815

Summary Statistics			
Statistic	Value	%tile	Value
Minimum	£129,127	5%	£747,900
Maximum	£5,745,270	10%	£957,589
Mean	£2,400,978	15%	£1,157,898
Std Dev	£1,167,065	20%	£1,338,672
Variance	1.36204E+12	25%	£1,456,126
Skewness	0.348142817	30%	£1,593,687
Kurtosis	2.295508708	35%	£1,767,994
Median	£2,190,025	40%	£1,926,023
Mode	£2,185,446	45%	£2,052,826
Left X	£747,900	50%	£2,190,025
Left P	5%	55%	£2,422,257
Right X	£4,405,769	60%	£2,638,186
Right P	95%	65%	£2,879,065
Diff X	£3,657,869	70%	£3,113,380
Diff P	90%	75%	£3,316,646
#Errors	0	80%	£3,532,015
Filter Min		85%	£3,742,563
Filter Max		90%	£4,027,490
#Filtered	0	95%	£4,405,769



**Risk
Management
Strategy & Policy**

2011 - 2012

**The Golden rules for
effective risk management
in Bristol City Council:**

Being risk aware; (not risk averse)

**Member/Senior Officer active
ownership;**

Keeping it simple; (risk management is
not difficult)

Consistent methodology ; (corporate
processes & technology)

Flexible training and support;

Effective monitoring.



January 2012

Risk Management Strategy & Policy

2011 – 2012

Page 1	Executive Summary
Page 3	Risk Management Strategy
Page 5	Appendix 1 Risk Management Policy
Page 7	Appendix 2 Risk Analysis
Page 10	Appendix 3 Management of Risk
Page 12	Appendix 4 Roles & Responsibilities
Page 18	Appendix 5 Further Guidance & Reference Sources

Please note that this document contains links to documents held on Bristol City Council internal systems. These links will not work if you do not have the appropriate access rights.

Executive Summary

The purpose of the Risk Management Strategy is to set out a clear plan for consolidating, progressing and further embedding effective risk management into the culture of Council working. The Risk Management Policy at Appendix 1 outlines the aims and key principles for managing risk, provides an overview of the framework and describes the mechanisms for its successful implementation.

What risk management is

Bristol City Council views risk management as an integral part of good corporate governance, where:

- **risk** is 'the chance of something happening that will have an impact (positive or negative) on achievement of objectives'
- **risk assessment** is the measure of the likelihood, and impact on objectives, of an uncertain action or event
- **risk management** is the planned and systematic approach to the identification, evaluation, prioritisation and control of risks and opportunities facing the Council.

Risk management is a measure of the likelihood and impact on objectives of an uncertain or unwanted action or event.

Risk arises as much from failing to capture opportunities when pursuing strategic and operational objectives as it does from a threat that something bad will happen.

It is not about being risk averse but, rather, it is about risk awareness, ie understanding and evaluating risks; whether they are an opportunity or a threat, and making informed decisions about how those threats are then managed, or opportunities fully exploited, in

order to maximise the efficiency of our services.

Why risk management is important

Risk management makes good business sense because management of risk is inseparable from effective management of performance and best use of human and financial resources

Where the benefits lie

The benefits gained with an effective risk management framework in place are:

- better decision making
- improved customer service and better outcomes
- improved strategic, operational and financial management
- delivery of projects on time and on budget
- continuity of knowledge
- improved compliance

Current appraisal

The 2008 external audit of risk management report concluded that the Council had "*adequate arrangements in place, starting with the Risk Management Policy. However, the consistent application of those arrangements needs to be improved.*" In particular, the external auditor called for improvement in the areas of:

- risk register reviews
- partnerships
- project management
- policy decisions, and
- member involvement.

A survey of selected Members and senior management in 2010, and a current Internal Audit review, found there had been progress made, although areas requiring consolidation or further improvement were identified.

The vision for improvement

Throughout 2011 and 2012 a series of improvement initiatives will be introduced, and the results closely monitored, in respect of achieving four strategic principles:

Leadership and review of risks

- to consolidate the closer oversight of risk reviews in Directorates at Strategic Director and Executive Member level.

Improved decision making

- to improve the quality of risk and opportunity assessments provided in key decision reports to Council.

Training tailored to needs

- to roll out computer based training packages for selected Members and senior management in respect of :

(i) background and techniques of risk management

&

(ii) fraud risk assessment

Better outcomes

- to more fully integrate the evaluation and reporting of risk management with performance management, value for money (VFM) proposals and business continuity planning

Responsibility for risk management

This strategy requires elected Members and officers alike to assist in, and take responsibility for, the identification, and control of risk and opportunities (and better use of resources) in all aspects of their activities and areas of responsibility. In particular, it requires everyone to become actively involved in an open process of regular review and focussed challenge to ensure controls are working effectively. A full description of roles and responsibilities is tabulated at ***Appendix 4***.

Risk analysis and the management of risk

Full descriptions of risk analysis and monitoring arrangements are shown at ***Appendices 2 & 3*** respectively.

Further guidance

Related internal guidance documents, and external reference sources are listed and hyperlinked at ***Appendix 5***.

Risk Management Strategy

The way in which we manage our risks impacts upon our success in achieving our corporate objectives and delivering services to the Community. Embedding risk management more effectively into our culture will help underpin plans to achieve our Bristol 20:20 Priority Outcomes.

Throughout 2011 and 2012, this strategy will promote and monitor the effectiveness of:

- practical initiatives aimed at further embedding risk management into the culture of Council working
- closer adherence to the key principles and procedures of the existing and well established risk management framework as set out in the Risk Management Policy (RMP) at *Appendix 1*.

Key issues

The results from the 2010 inhouse canvas/review of how selected Members and senior management felt about risk management arrangements were reported to the 12th November 2010 Audit Committee and the 30th November 2010 Strategic Leadership Team. Strategic Directors were provided with reports and recommendations specific to their Directorate. The review revealed the following overall messages about the effectiveness of existing risk management processes:

- reasonably good at formulating and communicating strategic priorities
- general satisfaction that arrangements to identify key risks are working
- only 25% felt there was an innovative risk managed approach (ie not risk averse)

- less than 40% believe risk management makes a positive contribution to achieving measurable outputs and value for money
- only 40% felt key risk judgements in decision making at Cabinet are well informed
- less than 20% believe there is adequate training in risk management techniques

Strategic principles

Leadership & review of risks

The Strategic Leadership Team approves and lends full support to this strategy. Strategic Directors and Directorate Leadership Teams will develop and strengthen a more regularised and closer oversight of the review process for their operational and strategic risks.

The SPAR.net computer system is the most significant tool currently available to improve the quality of day-to-day risk assessment, and prompt risk owners adherence to a regular quarterly review cycle. Early in 2011 the migration to SPAR.net was completed, and all Directorates are well positioned to build upon the benefits of consistency, completeness and regularity which the system provides.

Flexible SPAR.net reporting options enable risks to be grouped according to specific parameters. Consequently, opportunities will arise for Executive Members to become more fully involved in the quarterly review cycle as they are provided with reports specific to their Portfolio. The SPAR.net system will facilitate the collection, collation and reporting of all significant risks – such as those associated with projects, partnerships and management of change.

Improved decision making

Democratic Services will develop the key decision reporting template to highlight the

importance and purpose of the risk assessment, and include reference to appropriate officer guidance on completing the assessment.

Internal Audit will work together with the Councillor Development Officer to agree the necessary mechanisms to ensure more effective communication of existing, and recently updated, guidance to Members.

Training tailored to needs

Internal Audit will liaise with Human Resources to develop and roll out a computer based (Learningpool) risk management training package in 2011/12, duly informed by the feedback from the inhouse survey. It will be made available to 1st to 4th tier officers and Members (Cabinet, Audit Committee, Scrutiny Chairs).

Arrangements which commenced early in 2011 for rolling out a computer based fraud risk awareness training package were combined with instructions to complete and return to Internal Audit a fraud risk assessment.

Risk management training workshops will be made available to Directorates (as resources permit) upon request.

Corporate Services management will act as a first line source to Directorate queries/requests for advice on risk management matters.

Internal Audit will liaise closely with Directorates and Directorate Risk Champions to clarify any risk management issues and to promote adherence to risk identification, review and reporting guidelines.

Internal Audit will undertake a review to update and re-launch as appropriate risk

management guidance documents and webpages.

Better outcomes

The Strategic Leadership Team will promote current and future developments directly intended to:

- more fully ***integrate*** the evaluation and reporting of risk management with that of performance management, value for money proposals and business continuity planning
- ***streamline*** policy “red tape” in appropriate circumstances to encourage development of innovative risk managed opportunities
- encourage ***better communication*** of risk management issues between senior management and staff

Internal Audit will continue to liaise with other and similar authorities for examples of best practice, and to monitor adherence to the framework and processes set down in the Risk Management Policy.

Measurement of improvements

At the close of the 2 year strategy period, the original 2010 in-house survey of senior management and selected Members will be re-run to identify the extent to which risk management has become more embedded into the culture of Council working.

Appendix 1

Risk Management Policy

Management statement

Bristol City Council views risk management as an integral part of good corporate governance and this policy statement forms part of the internal control and corporate governance arrangements.

The Council seeks to identify, analyse, prioritise and mitigate the risks it faces. The over-riding attitude to risk is that it should be managed rather than avoided. Innovative solutions are to be encouraged, which, whilst often involving risk, can be implemented with an awareness and active management of risks that they carry.

The Council is committed to ensuring that consideration of risks is a part of the every day management processes designed to:

- improve decision making and maximise opportunities
- promote innovation in effective and efficient service delivery
- enhance reputation
- deliver value for money
- avoid unbudgeted expenditure
- secure trust from our stakeholders through transparent and open management
- ensure resilience to climate change

Aims of the policy

Introducing a robust system of risk management will help the Council to:

- deliver its objectives more effectively by aligning the processes for risk and opportunity management with those for performance review of strategic objectives
- sustain service improvement by implementing cost effective actions to manage risk and exploit areas of potential
- minimise and manage unacceptable and avoidable errors and serious incidents and minimise the Council's vulnerability to fraud and corruption

- develop a culture across the Council where risk management is an integral part of key management processes
- discharge its duty of care to the public and its employees
- uphold its reputation as a community leader, service provider and employer
- become better adapted to climate change

Key principles

Risk Management should not be an add-on to processes already in place but needs to be an integral part of how services are developed and delivered, and performance monitored. As such the Council is committed to ensuring the consideration of risk as an integral part of key management processes:

- policy and decision making
- operational management
- service planning and service improvement planning (at all levels)
- contingency and business continuity planning
- project management
- partnership working
- health and safety arrangements
- performance management

Risk appetite and tolerance

Calculated (controlled) risks, such as accepting new opportunities or using innovative approaches to service delivery, may be taken – provided the risk exposure is within the Council's risk tolerance level, otherwise known as the 'risk appetite'.

To determine whether a proposal contains acceptable levels of risk, the risks and decisions need to be clearly identified, evaluated and managed to ensure that risk exposure is acceptable. Particular care is needed in considering any action which could:

- have an adverse affect on the reputation of the Council and/or performance

- undermine the independent and objective review of activities
- result in censure or a fine by regulatory bodies
- result in financial loss

Any threat or opportunity that may have a significant potential impact should be closely examined and the risks clearly identified in relation to the likelihood of occurrence and referred to the appropriate Strategic Director.

Options for managing risk

Embrace – subject to applying appropriate safeguards and identifying critical success factors, professionally manage calculated and authorised decisions to take advantage of major opportunity risks

Eliminate – terminate the operation or project

Reduce – implement controls

Transfer – by insuring or outsourcing

Accept – no action required, but need to continually review to ensure it remains acceptable

Framework

Risk Registers

The Council maintains registers for three different types of risk :

- **Strategic**
ie the Corporate Risk Register which records medium to long term high level corporate risks
- **Operational**
ie Directorate/Project/Partnership risks affecting day to day operations
- **Associated risks**
ie Health & Safety, Civil Protection and Business Continuity Planning, Climate Change

Each kind of register details the following:

- possible consequences of the risks identified

- potential impact and likelihood of the risk identified (before and after evaluation of controls)
- risk owner
- existing controls in place to mitigate the risks, and residual risk (current status) progress indicator

Corporate and Directorate risk owners formally review register entries on a quarterly basis. The CRR is owned by the Strategic Director Corporate Services who leads a half yearly review with the Strategic Leadership Team, and confers with the Leader before reporting to Cabinet Briefing. Directorate Risk Registers are reviewed quarterly both by the Directorate Management Team and at the appropriate Portfolio Executive Briefing.

Decision making

Reports to the Cabinet and Strategic Directors requiring decisions are supported by written risk assessments to inform the decision making process.

Risk champions

Risk champions consolidate and progress risk management processes in their own Directorate.

Risk Management Group

A Risk Management Group meets periodically to coordinate the Council's approach. It is chaired by the Strategic Director Corporate Services and attended by the Members Risk Champion and the Directorate Risk Champions.

Audit Committee

The Audit Committee provides independent assurance on the effectiveness of risk management and internal control arrangements.

Appendix 2

Risk Analysis

Once risks have been identified they need to be assessed accurately and systematically prioritised. In order to determine the level of risk that the City Council is prepared to accept in achievement of its objectives (ie the risk tolerance), the risk management methodology measures the potential impact and the likelihood of that risk using a basic 3 level rating of high, medium and low as shown below. This matrix represents the minimum of analysis required and can be supplemented by use of more granulated impact/ likelihood matrices as required.

IMPACT	High	H/L	H/M	H/H
	Med	M/L	M/M	M/H
	Low	L/L	L/M	L/H
	Nil	Low	Med	High
RISK	LIKELIHOOD			

Negative risks that fall within the red area are outside of the City Council's risk tolerance and must be managed to reduce the level of risk exposure. Where this level of risk cannot be reduced, express approval is to be obtained from Strategic Directors to proceed with options for eliminating, reducing, transferring or accepting the risk. Risks in the yellow and green area are generally within the risk tolerance but need to be monitored for changes in the risk environment, and (for Health & Safety considerations) additional precautions may sometimes be deemed appropriate.

Positive risks that fall within the red area could represent innovatory opportunities to improve services, rather than simply adopting traditional safer options. These opportunities need to be maximised by identification of critical success factors and mitigation to ensure these are achieved. Monitoring to ensure opportunities are maximised is completed via the Council's performance management arrangements.

In measuring the severity of impact, the following guidance will be applied:

	Severity of Impact		
Nature of Impact	Low	Medium	High
Effect on Service Provision	<p>Little or no effect (positive or negative) on service provision.</p> <p>Impact can be managed within normal working arrangements.</p>	<p>Noticeable and significant effect (positive or negative) on service provision, a corporate plan priority area or on more than one service.</p> <p>Effect may require additional resource and will impact on key target achievement. However effect will be managed within a reasonable timeframe and will not require a major strategy change.</p>	<p>Very severe effect on service provision or a Corporate Plan priority area; or significant enhancement of service provision/strategy change.</p> <p>Effect could not be managed within a reasonable timeframe or by a short term allocation of resources or may require major strategy changes.</p>
Financial/Business Effect/ Fraud and Corruption risk	<p>Likely loss or benefit of less than £50K</p> <p>Fraudulent loss of less than £5k</p>	<p>Likely loss or benefit of between £50K and £500K</p> <p>Fraudulent loss of between £5K and £25K</p>	<p>Likely loss or benefit of more than £500K</p> <p>Fraudulent loss of more than £25K.</p>
Local Economy	<p>Isolated instances of a loss of economic performance (versus projected forecasts) with limited business failures and job losses.</p> <p>Some improvements in the local economy with business growth and job creation.</p>	<p>Moderate reduction in economic performance (versus projected forecasts) with some business failures and job losses.</p> <p>Moderate improvements in the local economy with business growth and job creation.</p>	<p>Regional decline leading to widespread business failure, loss of employment and hardship.</p> <p>Significant improvements in the local economy with business growth and job creation.</p>
Reputation	<p>Little public interest and limited potential for enhancement of or damage to reputation.</p> <p>Matter contained within section or directorate.</p>	<p>Some potential for enhancement of or damage to image.</p> <p>Dissatisfaction reported through Council Complaints procedure .</p> <p>Local or national interest.</p> <p>Local MP involvement.</p>	<p>Significant potential for enhancement of or damage to image.</p> <p>Intense local and national media attention.</p> <p>Public enquiry or poor external assessor report.</p> <p>Officer member forced to resign.</p>
Legal	<p>Claim or fine up to £50K for non compliance</p>	<p>Claim or fine £51K - £250K for non compliance</p>	<p>Claim or fine > £250K for non compliance</p>
Environmental	<p>No lasting effect (positive or negative) on the environment and community.</p>	<p>Serious local discharge of pollutant or source of community annoyance that requires remedial action.</p>	<p>Long term effect (positive or negative) on the natural and/or built environment with major loss of improvements to amenity and irrecoverable damage.</p>
Communities	<p>Little or no lasting effect (positive or negative) on communities and vulnerable groups/individuals</p>	<p>Short term effect (positive or negative) on one or more communities.</p> <p>Short term effect (positive or negative) on a small number of vulnerable groups/individuals.</p> <p>Moderate and isolated decline/improvement in the quality of life within the community.</p>	<p>Long term effect (positive or negative) on a significant number of the population.</p> <p>Long term effect (positive or negative) on a significant number of vulnerable groups/individuals.</p> <p>Significant and widespread decline/improvements in the quality of life within the community.</p>
Personal Safety	<p>Minor Injury to service</p>	<p>Significant Injury/ill health of</p>	<p>Major Injury death or ill health of</p>

	Severity of Impact		
	users or staff may result or can be prevented. No significant long-term effects and no significant absence from work	service users or staff may result or can be prevented. Short-term disability/absence from work (over three days)	service users or staff may result or can be prevented. Long-term disability/absence from work.

Measuring likelihood is achieved as follows:

	Likelihood
High	Over 50% chance of occurring, ie more likely to occur than not occur
Medium	Between 5% and 50% chance of occurring
Low	Under 5 % chance of occurring

Detailed guidance on the risk management processes to be followed can be found at:

[Risk management guidance - toolkit \(PDF\)](#) and at:
[Guidance for Officers on Risk Assessment in the Decision Making Process](#)

Appendix 3

Management of Risk

The framework for managing risk is illustrated diagrammatically:

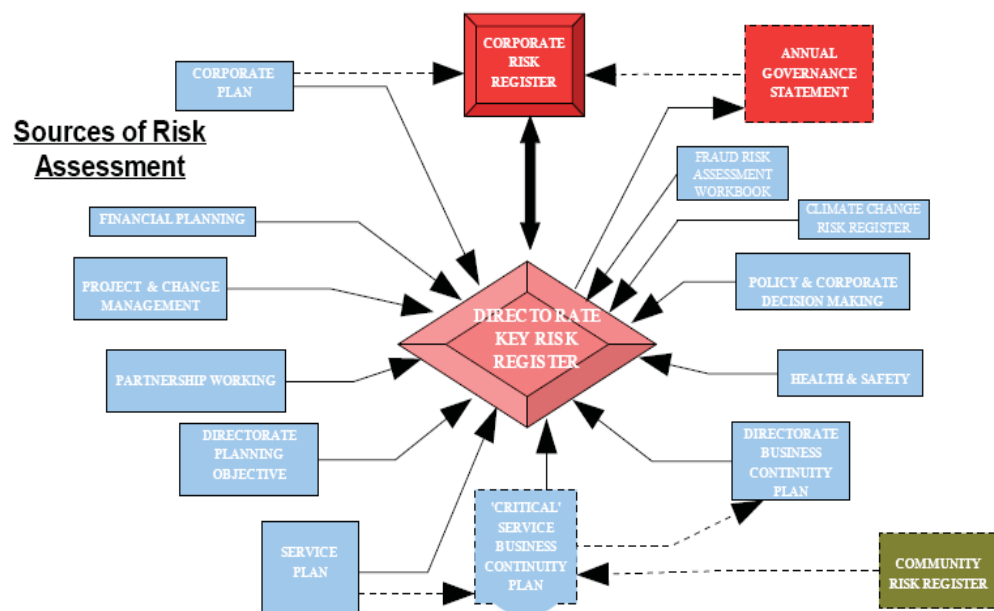


Diagram (i) Summarises the overall process which feeds the review of key Directorate risks.

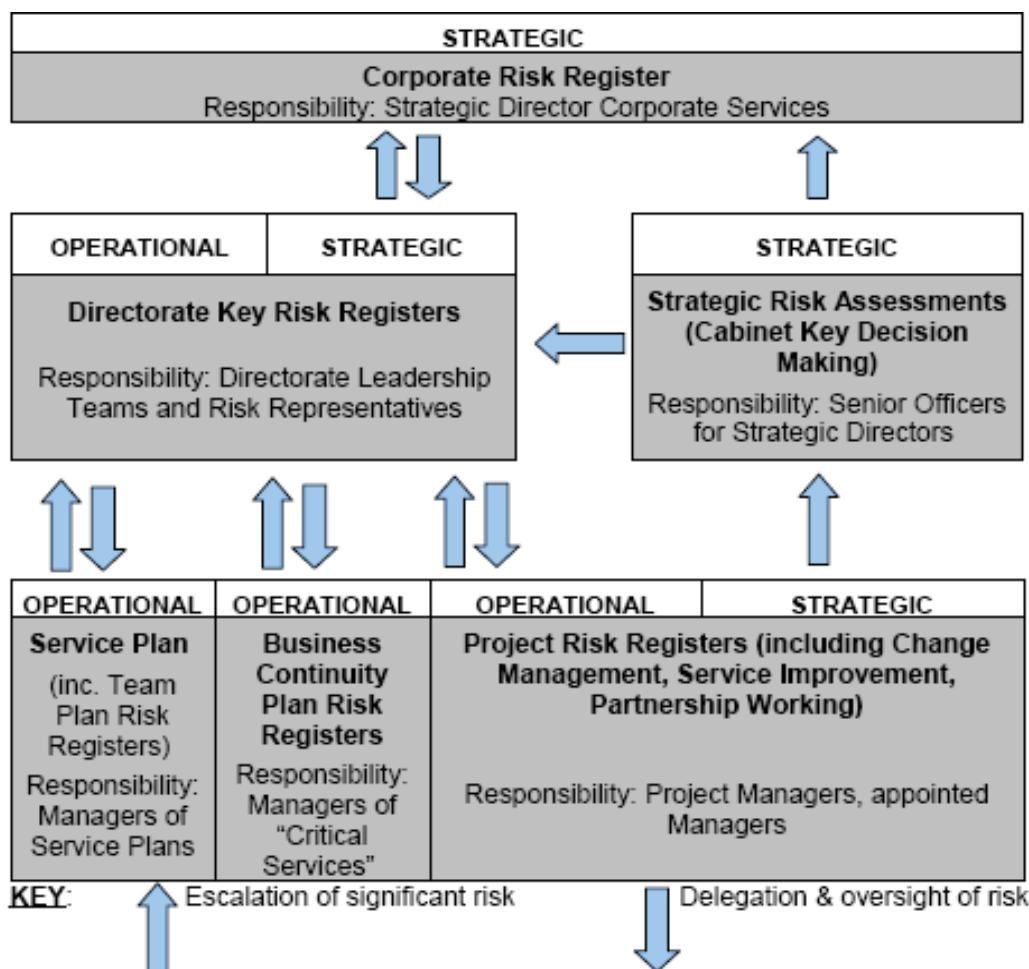


Diagram (ii) Identifies responsibilities for the escalation, and delegation and oversight, of key risks

Monitoring and review arrangements for key risks

The reason for monitoring key strategic (Corporate) and operational (Directorate) risks is to create an early warning system for any movement in risk. Risk Registers are living documents and therefore must be regularly reviewed and amended.

For each Corporate risk included in the Corporate Risk Register (CRR) the identified risk owner will formally review the register entry on a quarterly basis. The CRR is owned by the Strategic Director Corporate Services who will lead a review with the Strategic Leadership Team twice per year, and periodically at Leaders Briefing and at Cabinet Briefing.

For each Directorate Risk Register (DRR) the identified risk owner will review the register entry on a quarterly basis. The DRR will then also be reviewed quarterly by the Directorate Leadership Team, and by the appropriate Executive Member at Executive Briefing. Corporate risks relating to specific Directorates will be actively monitored by Strategic Directors and reviewed at the same time as Directorate risks.

The Audit Committee will receive the CRR biannually for review, and the DRRs annually.

The questions asked during monitoring should be:

1. Is the risk still relevant?
2. Is there any movement in the risk score status?
 - Are the controls still in place and operating effectively
 - Has anything occurred which might change its impact and / or likelihood?
 - Have significant control failures or weaknesses occurred since the last monitoring exercise?
3. If so, does this indicate whether the risk is increasing or decreasing?
 - If the risk is increasing do I need to devise more controls or think of other ways of mitigating the risk?
 - If the risk is decreasing can I relax some existing controls?
4. Are controls / actions built into appropriate documented action plans?
5. Are there any new or emerging risks?
6. Have any of the existing risks ceased to be an issue (and can therefore be deleted)?

Appendix 4

Roles & Responsibilities

The roles and responsibilities of individuals and groups in the implementation of the Risk Management Policy are as follows:

MEMBERS	
Group/Individual	Responsibilities
1. Executive Member Risk Champion	As the Member Risk Management Champion : <ul style="list-style-type: none"> oversee corporate risk register preparation, updating and monitoring Corporate Risk Management Group invitee oversee quality assurance of risk management activity.
2. Leader	Signing the Annual Governance Statement as an accurate reflection of internal control, risk management and governance arrangements.
3. Cabinet	Approval of the Risk Management Policy, and consideration of: <ul style="list-style-type: none"> the Annual Governance Statement (to be signed by Leader/Chief Executive/s151 officer) risks associated with decisions, arising from reports submitted to them. Periodic review of the Corporate Risk Register.
4. Scrutiny	Monitor and challenge decisions made by the Cabinet where risks have not been appropriately considered in making the decision.
5. Executive Members	Consider the Corporate and Directorate risk registers for their portfolio of responsibility on a quarterly basis.
6. Audit Committee	Provide independent assurance to the Council on the effectiveness of risk management and internal control arrangements by way of an annual report to Cabinet, and scrutiny of : <ul style="list-style-type: none"> the Annual Governance Statement to ensure it is a correct reflection of the adequacy of internal control, risk management and governance arrangements in place risk management and internal control arrangements. Receive reports from Internal Audit, External Audit and other inspection bodies to determine the extent to which they indicate weaknesses in internal control, risk management and governance arrangements. Contribute to Risk Management Strategy & Policy development and review.

OFFICERS	
Group/Individual	Responsibilities
7. Strategic Director Corporate Services	As the Officer Risk Management Champion: <ul style="list-style-type: none"> chair the Corporate Risk Management Group oversee quality assurance of risk management activity oversee the preparation, updating and monitoring of the Corporate Risk Register, and lead a periodic review with the Strategic Leadership Team, and at Cabinet Briefing.

OFFICERS	
Group/Individual	Responsibilities
8. Strategic Leadership Team	<p>Overall responsibility to ensure:</p> <ul style="list-style-type: none"> key risks to achievement of Corporate Plan and Annual Performance Plan are considered during the planning process and reviewed during performance management reviews plan achievement and performance improvement is monitored, considering whether poor risk management has adversely affected this Annual Governance Statement duly considered, and it accurately reflects the systems of risk management and internal control. <p>Oversee corporate and cross-cutting risks, which may involve resolving conflicts and competing demands for resources.</p>
9. Chief Executive	<p>Signing the Annual Governance Statement as an accurate reflection of internal control, risk management and governance arrangements.</p>
10. Strategic Director Neighbourhoods & City Development	<p>Overall responsibility for Civil Contingency and Business Continuity Planning, (informed by the Corporate Risk Register, Directorate Risk Registers and in liaison with Civil Protection Unit), and:</p> <ul style="list-style-type: none"> act as the Business Continuity lead officer ensure that strategic decisions do not undermine organisational resilience or adversely affect the ability of the Council to respond, and maintain the delivery of critical services, during emergencies and disruptions.
11. Strategic Directors	<p>Overall responsibility to ensure that:</p> <ul style="list-style-type: none"> effective risk management arrangements exist in their directorate and provide annual assurance regarding these arrangements as part of the Annual Governance Statement Review Process all staff are aware of strategic, operational, team and personal objectives (via PMDS process) Directorate Risk Register is maintained up to date is reviewed quarterly by Directorate Leadership Teams, and the Executive Member risks identified at a Corporate level (as being specific to a particular directorate) are reviewed at the same time as Directorate Risk Registers are reviewed (quarterly) key decision reports contain a balanced and considered risk assessment key risks to service plans are identified, owned and managed to maximise achievement of objectives, and contingency planning and business continuity arrangements are appropriately resourced and regularly reviewed risks are considered for all key operations including Partnership working key fraud and corruption risks are considered as part of the Directorate Risk Register actions/plans with residually high risk ie. those outside the City Council's risk tolerance, have the approval of the Strategic Director directorate training plans reflect risk management issues officers understand and comply with the requirements of the Risk Management Policy Statement and related guidance there is an effective. and well understood framework whereby risk

OFFICERS	
Group/Individual	Responsibilities
	assessments can be challenged at all officer and Member levels.
12. Monitoring Officer	Provide assurances regarding overall legal risk management of the Council for the Annual Governance Statement.
13. Service Directors, third and fourth tier/Service Plan(s) managers	<p>Ensure that risks to services are properly managed; that the Risk Management Framework is embedded in their Service areas, and that staff are aware of the underlying risk management principles.</p> <p>Monitor that risk assessment is consistently:</p> <ul style="list-style-type: none"> • included in reports and considered for all key Cabinet and significant Chief Officer decisions • reflected in Service plans • considered in the project management processes for all major projects • considered for all Partnership working in line with guidance provided • included at the start of and during any change management process, <p>and:</p> <ul style="list-style-type: none"> • identify, analyse, prioritise and assign ownership for fraud and corruption risks and service based risks (strategic and operational) including adopting and monitoring appropriate levels of contingency and business continuity planning • take appropriate mitigating action on service based and fraud and corruption risks identified • ensure that staff are aware of strategic, operational, team and personal objectives (via PMDS process) • report to Directorate Leadership Team on the effectiveness of risk management in their service area • monitor implementation of risk mitigation • report risk incidents to the Directorate Risk Champion • report all fraud and corruption incidents to the Chief Internal Auditor.
14. Manager responsible for Service Plan	<p>Ensure that service risks are properly managed, and work with the Directorate Risk Champion to ensure:</p> <ul style="list-style-type: none"> • the Risk Management Framework is embedded with their team • that the risks associated with the Service Plan are owned, and controls/actions identified to mitigate the risks are operating effectively • any significant new risks identified within the Service Plan team are fed through to the line manager, and escalated as appropriate for consideration by the Directorate Leadership Team.
15. Civil Contingency Champions	<p>Work with the Directorate Risk Champion to ensure:</p> <ul style="list-style-type: none"> • service continuity risks affecting a critical service are addressed in a Business Continuity Plan and reflected in the Directorate Business Continuity Plan, if appropriate • service continuity risks affecting a non-critical service are addressed in the appropriate (Service Plan)Team Plan • proactive reporting to Directorate Leadership Team regarding emerging new high risks to business continuity planning.
16. Service Director:	Identify and monitor key revenue budget and capital programme risks.

OFFICERS	
Group/Individual	Responsibilities
Finance	<p>Ensure appropriate external insurance cover, and as s151 Officer :</p> <ul style="list-style-type: none"> provide assurances regarding overall financial risk management of the Council for the Annual Governance Statement
17. Internal Audit	<p><u>As Risk Managers:</u></p> <ul style="list-style-type: none"> support the Strategic Director Corporate Services in the roll-out of risk management across the Council, and in the preparation, updating and monitoring of the Corporate Risk Register provide advice, support and training on risk management as necessary including for appropriate Members facilitate risk identification and mitigation workshops report progress with risk management to Members, particularly the Audit Committee and Strategic Directors help formulate the risk management strategy and arrange for the annual review of the risk management policy. <p><u>As Auditors:</u></p> <ul style="list-style-type: none"> plan audit work to take into account key risks and how effectively they are managed with a view to providing assurances for the Annual Governance Statement and the Corporate Risk Register notify risk champions about audit findings which may affect risks recorded in a Directorate Risk Register undertake individual audits of risk management arrangements assess the risk impact of projects registered with the Portfolio Programme and Project Management Centre of Excellence undertake periodic review upon the effectiveness of risk management arrangements undertake proactive fraud prevention and detection work based on an assessment of fraud risk to the Council report performance and effectiveness of risk management arrangements to Strategic Director Corporate Services and Members to assist in the preparation of the Annual Governance Statement prepare, on behalf of the Chief Executive, the Annual Governance Statement.
18. Risk Management Group	<p>Monitor the performance and effectiveness of risk management arrangements and submit risk registers to the Audit Committee providing assurance about such arrangements.</p> <p>In addition:</p> <ul style="list-style-type: none"> monitor progress with risk management implementation by reviewing Directorate and Corporate Risk registers identify and share best practice on risk management identify and review cross cutting risk areas where risks of one directorate impacts on the risks of another assist with the Annual Governance Statement review process.
19. Risk Management Champions	<p>Directorate risk management “Champions” are not responsible for managing risks - Service Directors and third and fourth tier service managers are. The “Champions” role is to:</p> <ul style="list-style-type: none"> consolidate and progress risk management processes in own

OFFICERS	
Group/Individual	Responsibilities
	<p>directorate</p> <ul style="list-style-type: none"> • work closely with those in their own Directorate who are responsible for Service Planning, Performance Management and Civil Contingencies to integrate all the risk assessment processes to reflect and inform at all the planning levels (Corporate, Directorate , Service Delivery, Business Continuity, Programme and Project Management, Change Management, Partnership Working) • oversee there is due process to ensure appropriate review of associated Service Plan risks • review ongoing Programmes and Projects to ensure that effective risk logs are produced and that risks arising from Projects are systematically assessed for inclusion in the Directorate risk registers • co-ordinate the production of the Directorate Risk Register, and ensure compliance with compilation, format, content and version control standards set out in the Risk Management Toolkit • ensure that the Directorate Risk Register is reviewed and updated at least quarterly by the DLT and ready to be submitted to the Audit Committee at annual intervals. At the same review process by DLT, re-assess and update the Corporate risks which are specifically applicable to the Directorate • ensure the Directorate Risk Register is provided to the Executive Member for quarterly review • provide general advice on Risk Management within the directorate, and facilitate risk management training • attend the Risk Management Group meetings to discuss, explore and develop ideas, proposals, findings, and strategies. Arrange for a deputy if unavoidably prevented from attending • diffuse risk management knowledge through the directorate and the Council • monitor and report risk incidents as they occur.
20. Councillor(s) Support Officers	Monitor inclusion of a risk assessment in all reports to Cabinet requiring a decision to be made.
21. Performance and Improvement Team	Administer, manage and develop as appropriate the corporate (SPAR.net computer based) risk register system and associated risk reporting tools. Promotion of risk management principles and good practice across the Council generally, and particularly in respect of improvement activities to which the Team is actively supporting.
22. Head of Executive Office	Responsible for corporate approach to Service Plan development and for ensuring the due consideration of risk in the planning, monitoring and achievement of service objectives.
23. Civil Protection Unit	Ensure Corporate Continuity Planning takes account of particular risks identified in the Corporate, Directorate and Service Planning Risk Registers concerning internal business risks, as well as the external risks identified in the Community Risk Register. Promote and assist in the adoption of appropriate contingency planning and business continuity arrangements at Corporate, Directorate and Service Delivery level in order to mitigate risks outside the Council's risk tolerance.
24. Corporate	Provide competent technical and advisory assistance to Strategic Directors.

OFFICERS	
Group/Individual	Responsibilities
Safety Team	Managers and staff to promote and maintain effective safety, health and welfare services. Conduct audits of health and safety arrangements including completion of Health and Safety risk assessments.
25. Sustainable City Group	Provide competent technical and advisory assistance to Strategic Directors, Managers and staff in managing environmental risks to ensure that aims, objectives, statutory responsibilities and legal compliance are fulfilled in respect of environmental performance. Additionally : <ul style="list-style-type: none"> • advise on and approve the assessment of the environmental impact of Key Decisions • advise on and approve the assessment of the environmental impact of projects registered with the Portfolio Programme and Project Management Centre of Excellence • advise on and approve the assessment of the environmental impact of commissioning and procurement exercises • maintain and communicate a register of environmental legislation • conduct audits of environmental arrangements including environmental risk assessments • provide advice to service areas to support them to embed adaptation to climate change risks within their work programmes, in line with the Climate Change Risk Register.
26. Bristol Partnership Governance Group	Oversight of the Bristol Partnership joint risk register, and biannual Partnership Governance Group submission of the register to the Strategic Leadership Team.
27. All Staff	Be familiar with the Risk Management policy. Maintain an awareness of risks, and feeding into the formal processes, including alerting management to: <ul style="list-style-type: none"> • risks which are inappropriately managed or the level of current (residual) risk is unacceptably high • incidents or near misses.

Further Guidance & Reference Sources

Internal Sources:

- [Risk management](#) intranet Source pages
- [Risk management toolkit](#)
- [Guidance for Officers on Risk Assessment in the Decision Making Process](#)
- [Guidance for Cabinet Members and Strategic Directors on using Risk Assessments in the Decision Making Process](#)
- [Risk Management Awareness - an induction for new Members](#)
- [Risk management - General Guidance for Members](#)
- [Risk management guidance - documentation](#)
- [Risk management guidance - governance](#)
- [Risk management guidance - projects](#)
- [Risk management guidance - risk and control profiles](#)
- [Risk management guidance - business continuity](#)
- [Guidance for Managers in completion of risk assessment in Service Plans & Team Plans](#)
- [Managing Risk In Partnerships](#)

External Sources:

- BS 31100:2008
BSI British Standards Risk Management – Code of Practice
- [Management of Risk - Principles & Concepts - HM Treasury](#)
- [Risk Management Assessment Framework - HM Treasury](#)
- ["Worth the Risk" Improving Risk Management in Local Government - Audit Commission](#)

Stakeholder & Partner Matrix

PROJECT NAME:	CCAF - Cycle City Ambition Fund	PROJECT ID:	
PROJECT MANAGER:	Duncan Laird	VERSION:	1
		DATE:	26/04/13

Stakeholder / partner name	Internal (I) External (E)	Category User (U) Supplier (S) Other (O) Partner (P)	Effect on project Positive Neutral Negative + 0 -	Interest in success of project U = Unknown 1 = Little/No Interest 2 = Some Interest 3 = Moderate Interest 4 = High Interest 5 = Crucial Player	Degree of influence over project U = Unknown 1 = Little/No Influence 2 = Some Influence 3 = Moderate Influence 4 = Very Influential 5 = Crucial Player	Interest area			Communications technique Partnership meetings, conferences, seminars, bulletins, briefings	Frequency of communication	Communications responsibility	Any comments
						Finance	Cycling	Walking				
DfT	E	Funding body	Positive	5	5	X	X	X	Partnership meetings, conferences, seminars, bulletins, briefings	Formal reports (TBC)	Project Manager	
Public Health / PCT	I	Partner (P)	Positive	4	2		X	X	Project board, Partnership meetings, conferences, seminars, briefings	Ad hoc	Project representative	
Lifecycle UK	E	Other (O)	Positive	4	2		X		Website, email	Ad hoc	Project manager(s)	
Sustrans	E	O	Positive	4	3		X	X	Meetings, website, email	Ad hoc	Project manager(s)	
CTC / Bristol CTC	E	User (U)	Positive	4	3		X		Meetings, website, email	Ad hoc	Project manager(s)	
Cycle Bath	E	U	Positive	4	3		X		Meetings, website, email	Ad hoc	Project manager(s)	
Bristol Bike Forum	E	U	Positive	4	3		X		Meetings, website, email	Bi-monthly	Project manager(s)	
Cycling campaigns / Bristol Cycle Campaign	E	U	Positive	4	3		X		Website, email	Ad hoc	Project manager(s)	
Friends of the Avon New Cut	E	O	Neutral	2	2		X	X	Website, email	Ad hoc	Project manager(s)	
Bath Two Tunnels Project	E	O	Positive	3	2		X	X	Website, email	Ad hoc	Project Scheme Manager(s)	
Federation of Small Businesses	E	O	Positive	3	1		X	X	Website, email	Ad hoc	Project Scheme Manager(s)	
Bristol & Bath Science Park	E	O	Positive	3	2		X	X	Website, email	Ad hoc	Project Scheme Manager(s)	
Public transport operators	E	O	Neutral	2	1		X	X	Meetings, website, email	Ad hoc / Notification pre & during project delivery	Project Scheme Manager(s), Authority Public Transport teams, Public Transport Operators	
North Bristol Suscom	E	O	Positive	2	2		X	X	Meetings, website, email	Bi-monthly	Project Scheme Manager(s)	
Bristol Workplace Travel Network	E	O	Positive	2	2		X	X	Meetings, website, email	Quarterly	Project Scheme Manager(s)	
LEP	I / E	Partner (P)	Positive	5	5	X	X	X	Programme board, Partnership meetings	Regularly	Project manager(s)	
Elected Members/Mayor	I	O	Positive	5	5	X	X	X	Meetings, briefings	Monthly	Project manager(s)	
Scrutiny	I	O	Positive	4	2	X	X	X	Meetings, briefings	As required	Project manager(s)	
Chambers of Commerce	E	O	Positive	3	1		X	X	Website, email	Ad hoc	Project manager(s)	
Highways Agency	E	O	Positive	3	3		X	X	Meetings, website, email	Ad hoc / led by delivery of projects	Project Scheme Manager(s)	
Environment Agency	E	O	Neutral	1	3		X	X	Meetings, website, email	Ad hoc / led by delivery of projects	Project Scheme Manager(s)	
English Heritage	E	O	Neutral	1	4	X	X	X	Meetings, website, email	Ad hoc / led by delivery of projects	Project Scheme Manager(s)	
Universities / University of the West of England	E	O	Positive	3	3		X	X	Website, email	Ad hoc	Project Scheme Manager(s)	
Public transport users	E	U	Neutral	2	1		X	X	Website	Ad hoc	Project Scheme Manager(s)	
Private transport users	E	U	Negative	1	1		X	X	Website	Ad hoc	Project Scheme Manager(s)	
Residents' groups	E	U	Neutral	3	2		X	X	Website, Neighbourhood Partnership meetings	Ad hoc / led by delivery of projects	Project Scheme Manager(s)	
Parish Councils	E	O	Neutral	3	3		X	X	Meetings, website, email	Ad hoc / led by delivery of projects	Project Scheme Manager(s)	
Neighbourhood Partnerships	I	O	Neutral	3	3		X	X	Meetings, website, email	Ad hoc / led by delivery of projects	Project Scheme Manager(s)	
Living Streets / Pedestrian Groups	E	U	Positive	4	3		X	X	Meetings, website, email	Ad hoc	Project Scheme Manager(s)	
Bristol Older People's Forum	E	O	Neutral	2	3		X	X	Meetings, EqIA process, website, email	Ad hoc	Project Scheme Manager(s)	
Media	E	O	Neutral	3	1		X	X	Press packs, bulletins, website	Ad hoc	Communications officer(s)	
Disability groups	E	O	Neutral	3	3		X	X	Meetings, EQIA process, website, email	Ad hoc	Project Manager(s)	
Transport campaigners	E	O	Positive	4	2		X	X	Website, email	Ad hoc	Communications officer(s) / project manager(s)	
Low Carbon South West / Environmental Groups	E	O	Positive	4	2		X	X	Meetings, website, email	Ad hoc	Communications officer(s) / project manager(s)	

Stakeholder & Partner Matrix

PROJECT NAME:	CCAF - Cycle City Ambition Fund	PROJECT ID:	
PROJECT MANAGER:	Duncan Laird	VERSION AND DATE:	1

Stakeholder key: **Blue** = Keep in mind; **Green** = Keep involved; **Yellow** = Keep informed; **Red** = Keep close

INTEREST OF STAKEHOLDER IN SUCCESS OF PROJECT

INFLUENCE OF STAKEHOLDER	Unknown	Little/No Interest	Some Interest	Moderate Interest	High Interest	Essential Player
Unknown						
Little/No Influence		Private transport users	Public transport operators, Public transport users	Federation of Small Businesses, Chambers of Commerce, Media		
Some Influence			Friends of the Avon New Cut, North Bristol Suscom, Bristol Workplace Travel Network, Bristol Older People's Forum	Bath Two Tunnels Project, Bristol & Bath Science Park, Residents' groups	Public Health / PCT, Lifecycle UK, Scrutiny, Transport campaigners, Low Carbon South West / Environmental Groups	
Moderate Influence		Environment Agency,		Highways Agency, Universities / University of the West of England, Parish Councils, Neighbourhood Partnerships, Disability groups,	Lifecycle UK, Susstrans, CTC / Bristol CTC, Cycle Bath, Bristol Bike Forum, Cycling campaigns / Bristol Cycle Campaign, Living Streets / Pedestrian Groups	
Very Influential		English Heritage				
Essential Player						DfT, LEP, Elected Members/Mayor

Note: Insert Stakeholder(s) in appropriate cell based on analysis carried out on the Stakeholder Analysis Template

Stakeholder & Partner Matrix

PROJECT NAME:	CCAF - Cycle City Ambition Fund	PROJECT ID:	0
PROJECT MANAGER:	Duncan Laird	DATE:	26/04/13

Interest Area → Stakeholders/ partners ↓	Finance	Cycling	Walking					Comms Technique	Comms Responsibility
	DfT	X	X	X					Partnership meetings, conferences, seminars, bulletins, briefings
Public Health / PCT		X	X					Project board, Partnership meetings, conferences, seminars, briefings	Project representative
Lifecycle UK		X						Website, email	Project manager(s)
Sustrans		X	X					Meetings, website, email	Project manager(s)
CTC / Bristol CTC		X						Meetings, website, email	Project manager(s)
Cycle Bath		X						Meetings, website, email	Project manager(s)
Bristol Bike Forum		X						Meetings, website, email	Project manager(s)
Cycling campaigns / Bristol Cycle Campaign		X						Website, email	Project manager(s)
Friends of the Avon New Cut		X	X					Website, email	Project manager(s)
Bath Two Tunnels Project		X	X					Website, email	Project Scheme Manager(s)
Federation of Small Businesses		X	X					Website, email	Project Scheme Manager(s)
Bristol & Bath Science Park		X	X					Website, email	Project Scheme Manager(s)
Public transport operators		X	X					Meetings, website, email	Project Scheme Manager(s), Authority Public Transport teams, Public Transport Operators
North Bristol Suscom		X	X					Meetings, website, email	Project Scheme Manager(s)
Bristol Workplace Travel Network		X	X					Meetings, website, email	Project Scheme Manager(s)
LEP	X	X	X					Programme board, Partnership meetings	Project manager(s)
Elected Members/Mayor	X	X	X					Meetings, briefings	Project manager(s)
Scrutiny	X	X	X					Meetings, briefings	Project manager(s)
Chambers of Commerce		X	X					Website, email	Project manager(s)
Highways Agency		X	X					Meetings, website, email	Project Scheme Manager(s)
Environment Agency		X	X					Meetings, website, email	Project Scheme Manager(s)
English Heritage		X	X					Meetings, website, email	Project Scheme Manager(s)
Universities / University of the West of England		X	X					Website, email	Project Scheme Manager(s)
Public transport users		X	X					Website	Project Scheme Manager(s)
Private transport users		X	X					Website	Project Scheme Manager(s)
Residents' groups		X	X					Website, Neighbourhood Partnership meetings	Project Scheme Manager(s)
Parish Councils		X	X					Meetings, website, email	Project Scheme Manager(s)
Neighbourhood Partnerships		X	X					Meetings, website, email	Project Scheme Manager(s)
Living Streets / Pedestrian Groups			X					Meetings, website, email	Project Scheme Manager(s)
Bristol Older People's Forum		X	X					Meetings, EqIA process, website, email	Project Scheme Manager(s)

West of England Cycle Transformation Communications Plan

Communications Objectives

- To demonstrate the authorities' united approach to promoting sustainable transport options for the future
- To develop a co-ordinated and holistic approach to transport communications strategy across the project
- To provide continuity of communications approach throughout the life of the project
- To support the authorities in maximising the opportunities for funding required to implement the transport vision
- To be aware and where appropriate co-ordinate other travel communications activity with that of the other West of England transport schemes.
- To inspire confidence of delivery of the West of England transport vision

Communications Strategy

- Take a pro-active approach to managing communications across the local authorities (internal and external)
- Facilitate authorities' ability to collate and share intelligence and experiences at all levels for the benefit of all sustainable transport promotions
- Remove unnecessary and confusing overlap of communication, consultation and engagement activities
- Develop consistency of approach, message and service levels between schemes and across authority boundaries
- Improve collaboration to maximise existing resources for maximum communications impact

Communication Tactics

Internal

- Develop a detailed communications strategy (incorporating consultation and engagement, media, etc) and monitor progress
- Create other internal communication channels to share information, intelligence and encourage collaboration eg. extranet, communications bulletins
- Develop stakeholder and community mapping mechanisms to identify audience overlaps and gaps across the programme
- Identify existing levels of authority for decision making and sign-off of communications activity and any gaps
- Develop procedures to enable authorities to respond quickly to emerging issues

External

- Develop streamlined external communication channels which are easy to access and avoid public confusion.
- Develop materials which set each project in the wider context of the programme of UA's cycle improvements and the Travel+ brand but which avoid potential cross-contamination.

The action plan below sets out key communication activities to be initiated as soon as funding is secured.

WHAT What will be communicated	WHO Audience or Stakeholder group	WHY Purpose of Communication	HOW Method of Communication	WHEN Timing of Communication	Responsibility
Submission of bid and date of expected announcement	Stakeholders; Press; LEP; Council staff, Members.	To raise awareness of Bid, the joint working between councils and businesses to promote sustainable travel; and to encourage further interest and involvement from business and stakeholders	Press releases; letters to participating local businesses; information to LEP Board and council meetings; face to face meetings; email links to bid on website	April 30 2013 as bid is submitted	Senior Responsible Owner/ individual Authorities
Success of bid	Stakeholders; Press; LEP; Council staff, Members.	To highlight the investment in sustainable travel by the councils and its role in encouraging economic growth	Press releases; LEP Board and council meeting papers	June 2013	Senior Responsible Owner/ individual authorities

Task	Purpose
Identify key stakeholder groups and named contacts	To ensure that the stakeholder groups are contacted and that the packages do not duplicate contact; that different projects do not have different contacts within the same groups, unless this is done by design or request from the stakeholder group.
Identify communication risks to the programme and individual projects	To manage and reduce these risks where possible by taking action to overcome them
Identify individual staff in each local authority who will be responsible for internal communications with the other project clusters	Avoids duplication makes best use of resources; manages 'stakeholder fatigue' often caused by multiple contacts to the same person by different parts of an organisation.
Identify individual staff in each project cluster/local authority who will be responsible for external promotions and marketing	Ensures consistency of messages, of branding and ensures specialised work is done by someone with specialised skills.
Develop a schedule of events/promotional work (timeline) for the project and share with LSTF clusters and other ongoing (non-LSTF) travel promotional work	Avoids duplication makes best use of resources; identifies hot spots and gaps and allows work to be evenly distributed across the area and the calendar.

**Bath & North East
Somerset Council**

Divisional Director FinanceGuildhall, High Street,
Bath BA1 5AW**Telephone:** 01225 477468**Facsimile:** 01225 477377**E mail:** Tim_Richens@bathnes.gov.uk

www.bathnes.gov.uk

Mr P Robinson
Service Director, Finance
Bristol City Council
City Hall
College Green
Bristol BS1 5TR

Date: 24 April 2013

Our ref: TR/BG

Your ref:

Dear Mr Robinson

Cycle Ambition Fund Bid

I am the appointed Section 151 Officer for Bath and North East Somerset Council and in support of this Council's element of the joint Bid to the DfT Cycle Ambition Fund i.e. Seven Dials National Cycle Route Scheme in Bath, I can confirm:

- The costs in the submission represent our best estimates based on the available information.
- The local contribution of £50k is available for use towards the total cost of the scheme at Seven Dials, Bath.
- Acceptance that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2014/15.
- Acceptance of responsibility for meeting any costs over and above the DfT contribution for this Council's element of the Bid.

As accommodated in the bid, our minimum risk allowance of 15% will be available. I can confirm that this Council will not share the risks on behalf of other authorities.

Yours sincerely



Tim Richens
Divisional Director - Finance



Peter Robinson
Service Director, Finance
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR

Date: 22nd April, 2013
Our Ref:
Enquiries to: Zulfiqar Darr
Telephone: (01454) 86 4670
Internet: Zulfiqar.darr@southglos.gov.uk

Dear Peter,

Cycle Ambition Fund Bid

I am the appointed Deputy Section 151 Officer for South Gloucestershire Council. In support of this Council's element of the joint Bid to the DfT Cycle Ambition Fund i.e. two schemes that contribute to an ambition for a trunk cycle route between Cribbs Causeway and Emerson's Green (at Hambrook and at Jnct 1 M32), I can confirm:

- The costs in the submission represent our best estimates based on the available information;
- The local contribution of S106 funding is available for use towards the total cost of the scheme at Hambrook;
- Acceptance that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2014/15;
- Acceptance of responsibility for meeting any costs over and above the DfT contribution for this Council's element of the Bid.

I can confirm that this Council will not share the risks on behalf of other authorities. For clarity's sake, this means that the Council's bid is for total scheme costs on the Cribbs - Emerson Green Cycle Trunk Route of £1,797,649. It will not accept responsibility for any scheme overspends other than on this South Gloucestershire Council scheme.

Yours Sincerely,

Zulfiqar Darr
Head of Corporate Finance and Technology