

Appendix D

Risk Assessment

This risk register assesses risk against:

- Impact - disruption caused to project progress should the risk not be addressed. Scored out of 5
- Probability likelihood risk would happen should the mitigating action not be taken. Scored out of 5
- Score - Impact x Probability out of 25
- Ratings - low risk 0 - 9, medium risk 10 -19 and high risk 20 -25

Risk	Consequence	Impact	Probability	Score	Actions to mitigate risk	Mitigated Impact	Mitigated Probability	Mitigated Score
Lack of take-up for the vacant property grants scheme	Vacant properties continue to impact vibrancy of high streets and expected outcomes	5	3	15 M	Grants Project Officer will engage with existing business support programmes, property owners/ business rates liable parties, Bristol Property Agents Association throughout all stages of the programme. Bedminster pilot is showing a good level of interest. Scheme will be widely marketed through a range of channels, including business newsletter, webinars, social media and high street visits.	1	3	3 L
Lack of take-up for the Business Support programme	Increased business failure and lack of growth – safeguarded and new jobs	5	5	15 M	Ongoing work with businesses and business groups, webinars, other communications and marketing to promote support available. Business support will be face to face actively visiting high streets to engage businesses.	2	2	4 L
Business owners/ occupiers cannot secure necessary consents	Vacant properties continue to impact vibrancy of high streets and expected outcomes	5	3	15 M	Grants Project Officer to work with necessary teams across the Council and with applicant.	2	3	6 L
Unable to obtain permissions for street scene and greening installations on the public highway	Wouldn't meet objectives to improve street scene and green infrastructure	5	2	10 M	Already communicating with Highways team regarding programme and other projects e.g. tables/chairs licensing. Highways part of City Centre & High Streets Programme Board.	1	2	2 L

Lack of interest in running cultural events in City Centre and high streets	Wouldn't meet objectives to use culture to increase footfall	5	2	10 M	Already receiving strong interest from cultural organisations and other stakeholders. Already communicating with Culture team regarding programme. Culture part of City Centre & High Streets Programme Board.	1	2	2 L
Unexpected additional costs	Programme costs overrun impacting overall deliverability	5	2	10 M	All City Centre and high street plans will be fully costed with a 20% contingency.	3	2	6 L
Cases of COVID-19 increase in Bristol/ nationally leading to restrictions	Constraint on businesses operating and cultural events/other projects	5	3	15 M	Work with Public Health/Local Outbreak Management Plan to promote Covid-19 secure measures. Cultural elements to be programmed in line with relevant Covid-19 guidelines, including delaying delivery of culture and events programme if required.	2	3	6 L
Lack of engagement from City Centre and local High Street stakeholders	Stops delivery of intended projects that will impact the vibrancy of city centre/high streets and outcomes	5	2	10 M	City Centre key stakeholders already meeting fortnightly. Already strong interest from other local high street stakeholders. Project website will be established, communications and engagement plan prepared.	1	1	1 L
Failure to recruit programme team	Stops/ hinders delivery of intended projects that will impact the vibrancy of city centre/high streets and outcomes	4	2	8 L	Programme team in development, opportunities will be promoted through the Council's recruitment website. External resources also being offered from City Centre/high street stakeholders.	1	2	2 L