PROJECT Risk Log - THREATS

Please refer to tab 4 'Risk Matrix Guidance' before completing

Negative Risks = a threat to Project and its aims (*aim to reduce Level of risk*)

												Current Risk Level				Risk Tolerance						Escalation							Audit Trail					
Ref/ID (risk)	Risk Theme	Workstream/Project	Risk Description	Key Causes	Key Consequence	Status	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Equalities related risk?	Likelihood	Impact	Risk Rating	Monetary Impact of risk £K	Likelihood	Impact	Risk Rating	Date	Progress	Actions to be undertaken (Include dates as appropriate)	Resp. Officer	Escalated to: DRR/CRR	Escalated to Project Board:	Escalated to Programme Manager (if applicable):	Escalated by:	Date	Corporate Strategy Theme	Portfolio Flag	Date risk identified	Directorate Flag	Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:
R001	F/F	Project	Market position is challenging with high competition due to shortage of drivers across the region.	This means that we currently compete for sufficiency.	Suppliers may not have the resource or skill to complete a different tender process than they are used to which could result in a lack of competition.	Open	Financial Loss/ Gain	Gail Rogers	Conduct market conditions assurance prior to tender process in collaboration with Licensing team. Allow sufficient time as outlined in project plan to support and complete the tender process and alert the market to the expected timescales with workshops to engage with and support suppliers alerting the market to the expected timescales.	^	Y	2	7	14		1	7	7			23/09 - Flag in reporting/CLB along with mitigation for this F/Y								Finance, Governance and Performance	Aug-21						
R002	F	Project	If we do not re-commission the framework, we risk business failure and		we will certainly continue to incur rising costs.	Open	Financial Loss/ Gain	Gail Rogers	Endorsement to commission the new framework will mitigate business failure risk and rising costs by enabling more capacity and therefore more competitive fixed rates. Engage support for Micro businesses when tendering for the DPS to increase competition and help reduce the risk of an increase in	<>	N	2	7	14		3	3	9			05/10 - review									Sep-21						
R003	O	Project	Post Covid caution means independent travel training is strongly challenged		Optimisation of Service cannot be fully implemented. The service cannot support the Education, Health and Care Plan annual review process when trawl independence training is recommended.	Open	Service Provision	Gail Rogers	Ensure a full plan developed to include Bristol Parent Carer Forum to help understand key issues and reduce any resistance to change with full engagement on plans in collaboration with SEND. Any options will be shaped in collaboration with parents and	<>	Y	1	5	5		2	1	2												Dec-21						
R004	F	Project	Cost avoidance not achieved through new contract negotiation	due to increased rates influenced by competitive market at tender stage	we will continue to incur rising costs.	Open	Financial Loss/ Gain	Gail Rogers	Conduct market review with licensing and detailed planning for procurement approach and the contract terms will help to avoid rates increasing. E.g. incentives for suppliers, option to do price per mile cap, set prices for x4 years and open framework encourages competition and supports supplier expansion. Route optimisation and mapping will support the Service to ensure routes are as efficient as possible while still meeting needs. As well as use of a digital tool to produce thorough analysis of driving routes to quantify the accuracy of timing, cost and scenario planning. We will plan workshops with suppliers to support them through the process and give enough time for suppliers awarded routes to engage with passengers and parents prior to commencement for a smooth transition. Train	^		3	7	21		2	5	10												Dec-21						
R005	O	Project	Transitioning to the new framework all in one go rather than phased approach holds risk of delay	if any element does not function.	cost avoidance takes longer to realise and Service disrupted	Open	Service Provision	Gail Rogers	Learning for Home to School Travel team is being built into the mobilisation plan to allow for trials and testing by the Service. The time of year for transition is also going to be aligned with Service operational capacity.	<>	N	3	5	15		2	3	6												Dec-21						