

**Teacher Development Trust - CPD Excellence Hubs**  
**Risk Log - Attachment Submissions – D**

Risks / Mitigations  
 Bids should set out their position on both the feasibility and risks together with risk mitigation related to their proposal. Within that document, Bidders are required to set out their hierarchy of risks and their proposed mitigations.

**For the avoidance of doubt, it is the understanding of the risks to your proposal and crucially your mitigation proposals that is being evaluated. Avoiding addressing the risks is not a mitigation.**

**The Authority and its evaluators are seeking to assess the depth of understanding of the Bidder - and their mitigation strategy. A very good response will be one that identifies the risks and addresses them. A poor response will be one that does not address the risks. (Generic risks which may occur in any project or program will receive a lower score).**

**A maximum of 12 risks should be submitted - beyond this total of 12 no others will be evaluated.**

	Description of Risk	Type of risk	Impact	Severity
	Provide a brief description of the risk (a problem which you foresee occurring).  <b><u>Highest impact risks should be placed at the top of the list</u></b>	Please give a brief description of the risk - for example: people, process, system, financial, legal etc.	What will happen if the risk becomes 'live' and turns into an issue - for example if a risk were an overflowing bath then the impact would be a flood to the house which may result in other events such as making the house uninhabitable resulting in significant cost and disruption	What is the significance of the risk both to your proposal and TLIF - including Time / Cost / Quality?  Bidders should state the severity in terms of High / Medium / Low
1	Challenge to ensure sufficient capacity for appropriate Hub/CPD Expert Advisor leads for September start	People	Delay in recruiting Focus Schools in that Hub means that the programme start is delayed.	High
2	Contract award timeliness	Financial	Delays to the commencement of the project will inhibit the proposal's ability to deliver products on time	Medium
3	In-school staffing volatility (including leadership changes)	People	Changes in key staff may result in the programme's effectiveness being limited	Medium
4	School history or politics may cause recruitment challenges	System	Development of relationships may be thwarted by existing political or historical support between schools	Low
5	The Focus Schools may have a different appreciation and prioritisation of professional learning which will take longer to remedy.	System	This could cause delays to the implementation of the programme	Low

6	Schools may not wish to continue the programme	Financial	Potential for a reduction in funding and capacity to deliver	Low
7	Schools may not wish to share resources given the potential that the IP is defined	Legal/ People	Reduction in quality collaboration	Low
8	Schools may not fully protect the time for leaders to engage in the programme/ complete the programme requirements	Legal/ People/ Financial	Reduction in quality of programme delivery	Low
10				
11				
12				

ssing risks will score lower marks in the evaluation.

that is clear about the significant challenges and therefore risks of TLIF but proposes mitigations which are comprehensive and robust and which will be likely

Links to other projects and/or business areas	Mitigation	Notes - not more than 50 words per Risk
Are there any relevant dependencies?	Describe your planned mitigation approach - using the example from the Impact column, a mitigation of calling a plumber after the event would be poor. The Authority is seeking the actions and skills the Bidder will bring to TLIF to address the risks - which may be: people, process, systems, resources, assets and IP etc.	This is for the Bidders to complete - this may be blank or may be a quantification or qualification of the risk.
Low	Have already obtained expressions of interest/commitment from Hub Schools prior to the contract award and have provided briefing note to ensure that they understand the timeframe and requirements of	Severity of risk after mitigation: low.
Low	Phase 1 start can be shifted back flexibly - existing interested Hub Schools have expressed a willingness to be flexible.	Severity of risk after mitigation: low.
Low	Ensure that the expectation is that the TLIF Programme Lead is informed of potential staffing changes as and when they are likely to occur and that the school understands its responsibility to ensure that there is a contingency plan in place (do this via induction and Handbook). Funded capacity is dependant on the role being filled by the	Severity of risk after mitigation: low.
Low	Ensure that Hub and Focus Schools understand the requirements and involve the TLIF Programme Lead before finalising schools. Use multiple local networks and contacts for recruitment in each case.	Severity of risk after mitigation: low.
Low	The core team have experience in communicating the importance of and principles behind effective CPD. CPD Expert Advisers will be trained in this and this will feature through the planned induction process. Our CPD Audit can help to make key challenges visible to help us signpost recommended improvements.	Severity of risk after mitigation: low.

Low	Identify the additional support requirements needed and broker this support with the school as appropriate. If a school leaves the programme, we will rapidly replace them with another school within scope. We have identified 60 potential schools and intend to work with only 40, allowing us the opportunity to recruit and replace any schools that are not retained.	Severity of risk after mitigation: low.
Low	Ensure that there is a clear understanding relating to the sharing of IP and that messages are in plain English and are understood. This will be included in the Handbook provided as part of the induction of schools.	Severity of risk after mitigation: low.
Low	Ensure that secondment agreement specifies the consequences of not protecting time and delivering requirements on time (with potential to restrict funding of schools at our discretion). Ensure requirement information is clearly stated in the Handbook.	Severity of risk after mitigation: low.