

RideLondon Roles and Responsibilities Master Version

SCC MOU Ref			Category	Sub-Category	London Surrey Cycle Partnership (LSCP) (Source: TTL & LSCP contract for 'World Class Legacy Cycling Event' 2012)	Transport Trading Limited (TTL)	Surrey County Council (SCC)	Surrey Boroughs and Districts
1	1	1	Event Planning Requirements	CAD	LSCP to produce and maintain comprehensive plans/production drawings on CAD	Officers to review CAD plans as appropriate and provide comment when and where necessary	Officers to review CAD plans as appropriate and comment on any inaccuracies	Officers to review CAD plans as appropriate and comment on any inaccuracies
1	2	1	Event Planning Requirements	Emergency Planning	Develop emergency procedures and plans for LSCPs areas of activity	Develop emergency procedures and plans for TTL's areas of activity	Develop emergency procedures and plans for SCC's areas of activity	Assist in development of emergency procedures and plans where appropriate
1	3	1	Event Planning Requirements	Environmental Impact and Sustainability	LSCP will: · Preserve and protect the environment and avoid, remedy and mitigate any reasonably adverse effect on the environment · Enhance the environment and have regard to the desirability of achieving sustainable development · Conserve and safeguard flora, fauna and geological or physiological features of special interest · Sustain the potential of natural and physical resources and the need to safeguard the life-supporting capacity of air, water, soil and	As appropriate, liaise with LSCP to ensure that all appropriate plans and measures are implemented.	As appropriate, liaise with LSCP to ensure that all appropriate plans and measures are implemented	As appropriate, liaise with LSCP to ensure that all appropriate plans and measures are implemented
1	4	1	Event Planning Requirements	Event Routes	Following submission of proposed Event routes any proposed changes made are to be sent to TTL and SCC for approval	Review proposed changes to Event route	Review proposed changes to Event route	Not applicable
1	4	2	Event Planning Requirements	Event Routes	Propose routes to TTL for following year within 30 days of the completion of the last event for the following events: · RideLondon FreeCycle · RideLondon-Surrey 100 · Elite Women's Race and Supporting Races	Review and discuss proposed routes with LSCP before liaising with relevant stakeholders to seek relevant consents.	Where applicable, review proposed changes to the route impacting Surrey	Not applicable
1	5	1	Event Planning Requirements	Health & Safety	Produce data sheets detailing any hazards associated with the Event and safe systems setting out how the hazards will be minimised and supply to TTL and SCC on request	Review as appropriate	Review as appropriate	Not applicable
1	5	2	Event Planning Requirements	Health & Safety	Notify TTL and SCC of all incidents and accidents relating to the Event and action taken to prevent a reoccurrence	Review as appropriate	Review as appropriate	Not applicable
1	5	3	Event Planning Requirements	Health & Safety	Regularly audit compliance with all Health and Safety Legislation and keep records of audit	Review as appropriate	Review as appropriate	Not applicable
1	6	1	Event Planning Requirements	Information Management	Provide and share key project and technical documentation to statutory agencies and stakeholders	Review as appropriate	Review as appropriate	Not applicable
1	6	2	Event Planning Requirements	Information Management	Conduct a debrief after the Event with TTL and stakeholders	Take part in any debrief after the Event organised by LSCP and review lessons learned documentation as appropriate	Take part in any debrief after the Event organised by LSCP and review lessons learned documentation as appropriate	Take part in any debrief after the Event organised by LSCP and review lessons learned documentation as appropriate
1	7	1	Event Planning Requirements	Local Events	Not applicable	Use reasonable endeavours to minimise conflict with local events which may interfere with the successful delivery of the Event.	Ensure that other local events do not conflict or interfere with the successful delivery of the event.	Ensure that other local events do not conflict or interfere with the successful delivery of the event.
1	8	1	Event Planning Requirements	Project Plan	Provide project plan and updates to all stakeholders	Review as appropriate	Review as appropriate	Not applicable

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1	9	1	Event Planning Requirements	Readiness and Testing	Where necessary initiate, plan and participate in table top (or similar) testing exercise to work through possible emergency and other scenarios to test planned responses, contingencies, event command coordination and communications	Attend table top (or similar) testing exercises as and when required	Attend table top (or similar) testing exercises as and when required	Attend table top (or similar) testing exercises as and when required
1	10	1	Event Planning Requirements	Risks and Issues	Create and maintain Risk and Issues Register and present to TTL, London and Partners at client meetings	Review and input to Risks and Issues register as required.	Review and input to Risks and Issues register as required	Not applicable
2	1	1	Event Technical Requirements	Crowd Management Planning	Undertake risk assessments and produce crowd management plans for safe management of spectators and participants attending the Event in consultation with relevant stakeholders. Take account of: - Likely hot spots - Potential conflicts - Densities - Flows - Behaviours	Review crowd management plans providing feedback as required.	Review crowd management plans providing feedback and attending site meetings as required.	Review crowd management plans providing feedback and attending site meetings as required.
2	2	1	Event Technical Requirements	Crowd Management Barriers	Prepare crowd management barrier plans in consultation with relevant stakeholders and in accordance with risk assessments. Deploy and recover barriers in accordance with barrier plans	Review crowd management barrier plans providing feedback as required.	Review crowd management barrier plans providing feedback and attending site meetings as required.	Review crowd management barrier plans providing feedback and attending site meetings as required.
2	3	1	Event Technical Requirements	Emergency and Local Access Points	It will be necessary to maintain a degree of pedestrian and/or vehicle access across the route after the road closures have been implemented and barriers deployed. LSCP will plan and manage official emergency and local access points.	As appropriate, liaise with LSCP during planning of emergency and local access points.	In collaboration with LSCP design and develop the emergency and local access points to form part of the traffic management plan.	In collaboration with LSCP design and develop the emergency and local access points to form part of the traffic management plan
2	4	2	Event Technical Requirements	Equality	Carry out an Equalities Impact Assessment	Review as appropriate	Review as appropriate	Review as appropriate
2	5	1	Event Technical Requirements	Highways Works	Ensure event routes are in a condition to enable the event to take place and pay for any services or works that are required as a result of Health and Safety Legislation, UCI requirements or other reasons.	Carry out routine maintenance works on Transport for London Road Network (TLRN) roads forming part of the route so that road surfaces are delivered in a condition suitable for cycling according to statutory requirement (costs to be borne by TTL)	Carry out routine maintenance works on all SCC roads forming part of the route so that road surfaces are delivered in a condition suitable for cycling and according to statutory requirement (costs to be borne by SCC)	Not applicable
2	5	2	Event Technical Requirements	Highways Works	Identify obstructions/hazards on the routes and liaise with highway authority in order that consideration can be given to making arrangements for removal or other mitigation.	Carry out non-routine works to agreed timescales and as reasonably requested by LSCP on TLRN roads. This may include removal and reinstatement of street furniture where appropriate.	Carry out non-routine works, to agreed timescales, as requested by LSCP on SCC roads. This may include removal and reinstatement of street furniture (costs to be borne by LSCP & TTL)	Not applicable
2	6	1	Event Technical Requirements	Pedestrian Wayfinding Signage	Gain all necessary local authority approvals to install pedestrian wayfinding signage	As appropriate, work with LSCP to seek appropriate approvals to install pedestrian wayfinding signage.	As appropriate, work with LSCP to seek appropriate approvals to install pedestrian wayfinding signage.	As appropriate, work with LSCP to gain appropriate approvals to install pedestrian wayfinding signage.
2	7	1	Event Technical Requirements	Route Barriers	Prepare barrier plans in consultation with relevant stakeholders to delineate and secure the routes and to ensure that the safety of event participants is maintained whilst avoiding conflicts with pedestrians and vehicles	Review and feedback on plans as appropriate	Review route barrier plans providing feedback and attending site meetings as required.	Review route barrier plans providing feedback and attending site meetings as required.
2	8	1	Event Technical Requirements	Route Safety	Undertake a risk assessment of each of the routes, including event diversion routes, to ensure that the event participants and vehicles/race caravan where relevant can proceed freely and safely	Review as appropriate	Review as appropriate	Not applicable

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2 9 1	Event Technical Requirements	Route/Race Signage	Produce route signage plans for each route and install, maintain and remove signage, including signage for: · Direct Event Participants · Direct race convoy vehicles · Warn of approaching feed zones · Highlight potential hazards etc · Mark distances · Mark deviation points Signage must comply with any relevant regulations set by British Cycling and/or the Union Cycliste	Review route signage plans and requests for signs to be installed on TTL assets. Process applications for relevant licences in a timely manner.	Review and approve route signage plans and agree that signs can be installed on assets if appropriate	Review and approve route signage plans and agree that signs can be installed on assets if appropriate
2 10 1	Event Technical Requirements	Security Fencing	Prepare fencing plans in consultation with relevant stakeholders and in accordance with risk assessments	Review and feedback on fencing plans as required.	Provide agreed resource to review and approve any fencing plans and attend site visits as appropriate	Provide agreed resource to review and approve any fencing plans and attend site visits as appropriate
2 11 1	Event Technical Requirements	Street Cleansing	Ensure relevant statutory street cleansing takes place along the route. Liaise with relevant stakeholders to agree and organise non-statutory street cleansing required. Non statutory street cleaning to be funded by LSCP.	Carry out statutory street cleansing of TLRN roads that form the route (costs to be borne by TTL)	Work with boroughs and districts to ensure statutory street cleansing of roads that form the route.	Carry out business as usual street cleansing. Any additional cleansing required will be paid for by LSCP, as will any post event cleansing which is a direct result of the event as agreed in advance between LSCP and the borough/district
2 12 1	Event Technical Requirements	Traffic Management Parking Suspensions	Identify parking bays that need to be suspended and inform TTL and SCC	Suspend parking bays as required on TLRN (costs to be borne by TTL) and inform local authorities of parking bays that need to be suspended in their area.	Work with boroughs and districts to ensure suspension of parking bays as required on roads	Suspend parking bays as required on roads (costs to be borne by borough/district)
2 13 1	Event Technical Requirements	Traffic Management Planned Works	Not applicable	Ensure that planned works to the TLRN will not cause interference with the Event.	Ensure that planned works to SCC roads will not cause interference to the Event.	Not applicable
2 14 1	Event Technical Requirements	Traffic Management Planning	Prepare traffic management plans including: - Inner closures required at junctions directly along the routes - Closures required for crowd management purposes · Outer closures necessary to facilitate the movement of diverted/displaced traffic at points not immediately adjacent to the route · Scheduling – cover the build and breakdown · Signage points (including advance warning signage) and equipment (barriers, cones etc)	Assist LSCP with the development of traffic management plans .	Provide resources agreed between SCC and LSCP to review and approve the traffic management plans. Attend site visits as appropriate.	Provide agreed resource to review and approve the traffic management plans. Attend site visits as appropriate.
2 15 1	Event Technical Requirements	Traffic Management Road Closures	Provide TTL and SCC with list of roads that are to be included in the TRO	Draft, publish and advertise Traffic Regulation Orders in accordance with LSCPs Traffic Management Plan on behalf of TTL and London Boroughs	Surrey County Council to produce and provide the TRO advertisements. Costs to be borne by Surrey County Council. TFL will bear the costs of advertising in appropriate media which will be agreed between TFL and SCC	Not applicable
2 16 1	Event Technical Requirements	Traffic Management Signs and Equipment	Create plans for all traffic management signage including advance warning, variable message and static event day signage to highways authority standards	As appropriate, assist LSCP with the development of traffic management signage plans.	Provide agreed resource to review and approve the traffic management signage plans and attend site visits as appropriate.	Not applicable
2 16 2	Event Technical Requirements	Traffic Management Signs and Equipment	Gain all necessary local authority approvals for proposed traffic management signage	As appropriate, liaise with LSCP to gain appropriate approvals for traffic management signage. Process related applications in a timely manner.	Assist LSCP in getting appropriate approvals for traffic management signage	Assist LSCP in getting appropriate approvals for traffic management signage

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2 17 1	Event Technical Requirements	Traffic Management Tow Away Vehicles	Work with TTL and the relevant authorities to make necessary arrangements to enable the timely removal of vehicles parked in contravention of traffic orders that may otherwise interfere with the delivery of the event. To the extent that LSCP is not authorised to make such arrangements, the relevant authorities do so subject to the LSCP paying the relevant third party or authority charges.	Make necessary arrangements to enable the timely removal of vehicles parked in contravention of traffic orders on TLRN that may otherwise interfere with the safe delivery of the event (third party costs to be borne by LSCP)	Work with boroughs, districts and Surrey Police to ensure the timely removal of vehicles parked in contravention of traffic orders on SCC roads that may otherwise interfere with the safe delivery of the event	Ensure civil enforcement officers are available to assist LSCP with the removal of vehicles parked in contravention of traffic orders on borough and district roads that may otherwise interfere with the safe delivery of the event (costs to be borne by LSCP)
3 1 1	Event Command, Coordination and Communications	Event Control Room	Base Event Controller in Palestra House's event control room	Create an Event Control Room for the events for the Event Liaison Team(s) at Palestra House and provide and manage facilities, including: - Accommodation - Furnishings - Power/UPS - Screens - Telephones - Desktop IT - ADSL Lines - CCTV Monitors	Have officers in attendance in the Event Control Room in accordance with the agreed command and control structure	Have a representative in the Event Control Room in accordance with the agreed command and control structure
3 2 1	Event Command, Coordination and Communications	Radio Communications	Procure frequencies, equipment and specialist personnel necessary to implement and operate the radio communications system(s).	As necessary, work with LSCP to find locations for any additional infrastructure to enable radio communications. Process applications for relevant licenses in a timely manner.	Assist with finding locations for any additional infrastructure to enable the radio communications and assist with licence applications	Assist with finding locations for any additional infrastructure to enable the radio communications and assist with planning applications
4 1 1	Marketing and Communications	General Requirements	A requirement that the names and logos of TTL, L&P and the Greater London Authority / and other Event Stakeholders are included in a specified manner on certain types of advertising and promotional materials in relation to the event, alongside other event partners as agreed in good faith between the parties.	Review and approve application of logos in good time.	Approve application of logos in good time.	Not applicable
4 2 1	Marketing and Communications	Marketing & PR Strategy	Establish a marketing and PR strategy that creates success: a) An event launch with global and national appeal b) A 12 month plan for targeting and encouraging participation by audience group c) Year round activation of the event to encourage more Londoners to cycle more regularly; and d) A plan that maximises TV and internet broadcast reach nationally and internationally	Approve and input into strategy.	Input into and approve marketing and PR activity which includes Surrey County Council and approve the use of Surrey identities where applicable.	Not applicable
4 3 1	Marketing and Communications	Communications	Undertake communications activities (in collaboration with stakeholders) to inform the public and local businesses of the Events and potential impacts and disruptions. This will include organising letter drops in areas most impacted. Ensure that officers from relevant highway authorities are invited to attend meetings with the public/businesses in their areas.	Approve communications activity and undertake activity as agreed	Work with LSCP to identify and inform the public and local businesses of the Event and potential impacts and disruptions. Officers to be available to attend meetings with SCC stakeholders. Input to and agree communications activity and undertake activity as agree. (The cost of producing and distributing agreed communications documentation in accordance with the Communications plan will be borne by LSCP)	Work with LSCP to identify and inform the public and local businesses of the events and potential impacts and disruptions. Officers to be available to attend meetings with SCC stakeholders (The cost of producing and distributing agreed communications documentation in accordance with the Communications plan will be borne by LSCP)

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4 4 1	Marketing and Communications	World Class Brand Requirements	In collaboration with TTL, L&P and agencies the Delivery Partner will recommend an integrated approach to promote Event parts: a) A Event brand hierarchy to include sub-brand Event names and identities b) Establish Event Brand Guidelines to include rules on implementation of the overarching brand and sub-brands - Above and below the line media - Partner marketing - Language and tone of voice - Digital platforms - Event Branding - Merchandise c) Consider the use of iconic London images and landmarks d) Recommendations for integrating lead and category sponsors into Event identities	Approve brand hierarchy, Event Brand Guidelines, use of iconic London images and landmarks and recommendations for integrating lead and category sponsors into Event identities	Approve brand hierarchy and application of the Surrey County Council swoosh and it's relationship with the Brand Family for inclusion in the Event Brand Guidelines and use of iconic Surrey images and landmarks. Adhere to Event Brand Guidelines at all times.	Not applicable
5 1 1	Event Production	Accreditation/Ticketing	Set up and manage accreditation and ticketing systems as appropriate to control access to: - Production compounds/back of house - Restricted access spectator areas - Hospitality areas - Any other restricted access areas under its control	Use reasonable endeavours to check that relevant TTL staff/contractors required to access the field of play have applied for the appropriate accreditation.	Ensure relevant SCC staff/contractors required to access the field of play have applied for the appropriate accreditation	Ensure relevant SCC Borough and District Council staff/contractors required to access the field of play have applied for the appropriate accreditation
5 2 1	Event Production	Volunteers	Plan how best to use volunteers and recruit and manage accordingly	Support the principle of utilising local volunteers in connection with the delivery of the event.	Support the principle of utilising local volunteers in connection with the delivery of the event.	Provide LSCP with contact details of any volunteer groups known to the council
5 3 1	Event Production	Waste	Dispose all waste generated by its contractors during the build and breakdown.	Not applicable	Not applicable	Provide reasonable cleaning and waste management services in areas adjacent to the Field of Play as well as in areas where the public are encouraged to congregate in accordance with the Event Management Plan.
5 4 1	Event Production	Welfare - Information Points	Plan and provide a suitable network of staffed information points to include: · Event information · Distribution of information leaflets/materials · Lost children · Direction to first aid services/duty chemists/accident and emergency · Police liaison and/or direction to local police station · Travel advice · Ad hoc queries	As appropriate liaise with LSCP to find suitable locations for information points and process relevant licence applications in a timely manner.	Assist LSCP with finding suitable locations for information points and assist with licence applications where necessary.	Assist LSCP with finding suitable locations for information points and assist with licence applications where necessary.
6 1 1	RideLondon-Surrey 100 Specific Requirements	Broadcasting	Ensure that the RideLondon-Surrey 100 is featured as part of live coverage of the RideLondon-Surrey Classic on UK Terrestrial TV.	Input into Broadcast Script.	Input into development of the Broadcast Script.	Not applicable

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6	2	1	RideLondon-Surrey 100 Specific Requirements	Festival	Creating a festival atmosphere by: a) Establishing an annual weekend festival at the QEOP which celebrates cycling and includes a world class expo b) Ensuring an atmosphere in central London comparable to the 2007 Tour de France Grand Depart and; c) Strategies to engage with local communities and schools to create festival activities along the route to maximise spectator numbers and enjoyment.	Review and provide feedback on plans for festival and local community engagement.	Work with LSCP to explore activation opportunities in Surrey and how they could deliver against local objectives. Where applicable review and approve proposed licensable activities	Not applicable
7	1	1	RideLondon-Surrey Classic Specific Requirements	Broadcasting	Ensure that the RideLondon-Surrey Classic will be broadcast as part of a live and recorded show on UK Terrestrial TV for a minimum of 2.5 hours	Input into Broadcast Script.	Input into development of the Broadcast Script.	Not applicable
8	1	1	LSCP - TTL Contract Clause	2012 Olympic Games	LSCP is not to undertake any form of Ambush Marketing from the Olympic Games, use any trade marks, trade names or logos so resembling the Protected Olympic Marks or cause or permit anything to be done which might damage or endanger any Protected Olympic Marks or other Intellectual Property Rights of any Games Body	TTL is not to undertake any form of Ambush Marketing from the Olympic Games, use any trade marks, trade names or logos so resembling the Protected Olympic Marks or cause or permit anything to be done which might damage or endanger any Protected Olympic Marks or other Intellectual Property Rights of any Games Body	SCC is not to undertake any form of Ambush Marketing from the Olympic Games, use any trade marks, trade names or logos so resembling the Protected Olympic Marks or cause or permit anything to be done which might damage or endanger any Protected Olympic Marks or other Intellectual Property Rights of any Games Body	Surrey Boroughs and District Councils are not to undertake any form of Ambush Marketing from the Olympic Games, use any trade marks, trade names or logos so resembling the Protected Olympic Marks or cause or permit anything to be done which might damage or endanger any Protected Olympic Marks or other Intellectual Property Rights of any Games
8	1	2	LSCP - TTL Contract Clause	2012 Olympic Games	LSCP should not represent (directly or indirectly) that any product or service provided has been endorsed or approved by or is in any way associated with the Games, any Games Body or the ODA	TTL should not represent (directly or indirectly) that any product or service provided has been endorsed or approved by or is in any way associated with the Games, any Games Body or the ODA	SCC should not represent (directly or indirectly) that any product or service provided has been endorsed or approved by or is in any way associated with the Games, any Games Body or the ODA	Surrey Boroughs and District Councils should not represent (directly or indirectly) that any product or service provided has been endorsed or approved by or is in any way associated with the Games, any Games Body or the ODA
8	2	1	LSCP - TTL Contract Clause	Data Protection	LSCP to comply at all times with the Data Protection legislation	Comply at all times with Data Protection legislation	Comply at all times with Data Protection legislation	Comply at all times with Data Protection legislation
8	3	1	LSCP - TTL Contract Clause	Freedom of Information	LSCP or any of its sub-contractors to transfer to TTL each Information Request relevant to the Agreement, the event or the services that it receives as soon as practicable and in any event with two business days of receiving such Information Request	TTL is responsible for determining whether Information is exempt information under the Freedom of Information Legislation and for determining what Information will be disclosed in response to an information request in accordance with the Freedom of Information Legislation.	SCC is responsible for determining whether Information is exempt information under the Freedom of Information Legislation and for determining what Information will be disclosed in response to an information request in accordance with the Freedom of Information Legislation.	Surrey Borough and District Councils are responsible for determining whether Information is exempt information under the Freedom of Information Legislation and for determining what Information will be disclosed in response to an information request in accordance with the Freedom of Information Legislation.
8	3	2	LSCP - TTL Contract Clause	Freedom of Information	LSCP shall not itself respond to any person making an Information Request	Where appropriate respond to Information Requests.	Respond to Information Requests where appropriate	Respond to Information Requests where appropriate