

**Business Case Risk Register**

Risk Description	unmanaged scores			risk category	risk owner	Planned controls	current scores			risk review frequency	additional controls	control owner	target date	target scores			current risk status	risk action update
	Likelihood	impact	total (LxI)				Likelihood	impact	total (LxI)					Likelihood	impact	total (LxI)		
Challenge of the councils decision by seeking judicial review of the decision resulting in cost implications for the council.	high	high	high		Emma Foley	Robust consultation plan to be agreed by cabinet Consultation with landlords and agents to promote benefits of a scheme and seek views on fee structure & conditions Licence conditions and fees ammended where appropriate to reflect views and concerns from consultation	med / high	med		monthly up to implementation	Landlords working group in place and extended to reflect proposed new licensing areas and consulting with National Landlords Associations. Continue to engage following consultation Articles in Landlord Link-up Councils legal team involved in feasibility and consultation processess	Head of Operational Housing Services Senior Manager Selective Licensing Team and Housing Investment team	Mar-18	med	med	med		
Landlords do not licence their properties resulting in an income shortfall and or impact on staffing resources	med	high	med		Emma Foley	Comprehensive database Full consultation taken place All landlords receive regular information Enforcement and appropriate publicity undertaken to highlight successes early bird discounts to encourage landlords to come forward	low	high		quarterly	Support given to landlords to ensure all apply for licences Those landlords who do not apply for licenses are unable to say did not know about requirement as a defense if Council progress with prosecution. High profile publicity- reinforce message we will prosecute or impose civil penalty if they do not licence- thereby encourage other landlords to licence. Cabinet asked for additional resources	Head of Operational Housing Services Senior Manager Selective Licensing Team and Housing Investment team	Apr-19	low	med	med		
Landlords sell properties instead of licence	med	med	med		Emma Foley	Promotion of licensing benefits Support and information to landlords Encourage landlords to join Accreditation Scheme	low/med	low/med		quarterly	promoting benefits of scheme to landlords publicising benefits e.g decreased empty homes / greater stability. If landlords selling property encourage professional landlords to acquire. Ensure new landlords are aware of scheme requirements	Selective Licensing Team	Feb-19	low	low	low		
Local authority inadequately manage the scheme	low	high	med		Emma Foley	Project plan is clear, concise and agreed Properly resource team to coordinate scheme Ensure scheme is enforced in robust and consistent manner Clearly defined achievable expectations targets set and scheme outputs monitored using performance management framework	low	med		quarterly	Project reported to head of Service if additional resources needed to manage higher than anticipated volume of applications Staff performance appraisals, regular performance meetings and appropriate staffing structure in place to deliver scheme	Selective Licensing Team	Feb-19	low	low	low		
People move out of area or demand for housing decreases because of negative impression of area- high crime and ASB	low	med	low		Emma Foley	Positive publicity utilising local media, a landlord newsletter Community awareness events to promote good work Positive information given to letting agents for future tenants Landlords to promote positive message	low	low		quarterly	promoting outcomes of scheme to landlords & community publicising benefits e.g decreased empty homes / greater stability	Selective Licensing Team	Feb-19	low	low	low		

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ASB increases despite selective licensing	low	med	low		Emma Foley	Ensure ASB is dealt with in quick and effective manner Positive publicity Targeted information about how to report ASB Action group Information sharing Robust tenancy agreement enforcement action taken against landlord where conditions breached.	low	med		six monthly	Set up multi-agency meeting to target resources and address ASB Develop Action Plan if ASB ongoing	ASB Police Selective Licensing Team Landlords	Apr-19	low	low	low		
Standards of properties don't improve	med	med	med		Emma Foley	All landlords receive regular information Ensure that plan of inspecting properties is in place and is adhered to Ensure lack of action by landlords is enforced in robust and consistent manner Publicity including mail shot direct to all landlords Pursue active enforcement policy	low	med		quarterly	Publicise prosecution cases Pursue Management orders	EHOs Selective Licensing Team Landlords	Apr-19	low	low	low		
At end of five years, Selective Licensing has not achieved its aims	med	high	high		Emma Foley	Robust and regular annual monitoring during the scheme on key performance outcomes Ensure scheme is enforced in robust and consistent manner Clearly defined achievable expectations Clear exit strategy	low	med		Annual Review via questionnaire of residents and landlords in area, coupled with analysis of key performance data. Full 4 evaluation Report	Evaluate barriers, successes and failures of each of the schemes and where appropriate make the case to re-designate areas for a further 5 yr period	Selective Licensing team Police Fire Landlord working Group Landlords	Nov-22	low	low	low		
Illegal evictions	med	high	high		Emma Foley	Support and training for landlords Information to tenants about their rights Housing Options Case Worker assigned where tenant threatened with illegal eviction	low	med		quarterly	Housing Options Team Briefings Signposting of other partner agencies such as CAB Report to Head of Service if numbers affected become significant	Selective Licensing Team Landlords/Accreditation Scheme	Apr-19	low	med	med		
Displacement of irresponsible or inexperienced landlords	med	high	med		Emma Foley	Information sharing between relevant partners Support and training for landlords Use of early warning system in neighbouring areas to ensure it's identified early Benefits of Selective Licensing promoted	med	med		quarterly	Targeted work with landlords known to be considering selling their properties Promotion of benefits & positive outcomes of scheme resulting from Selective Licensing e.g greater stability, improved perception of landlords etc. LCR PRS group to share information on landlords / agents prosecuted Continue to explore this option if the Selective Licensing proposal is supported.	Housing Renewal Team Leader Housing Delivery teams	Apr-19	low	med	low		
Inability to process and respond to high level of licence applications all submitted at the same time	high	med	high		Emma Foley	Re-organisation of appropriate staff workloads and prioritisation of processing applications. Consider option if required to draft in temporary staff to support process	high	med		monthly	Extension of existing scheme online application and payments	Housing Services Senior Manager and Selective Licensing Team	Dec-18	med	low	low		