Selective Licensing Scheme 4 Risk Register

Please refer to the guidance tab and the comments attached to the column headings for an explanation of expected content.

The risk register is used for Power BI reporting, so please follow these instructions to make sure the report works correctly:

- Column C please use a unique reference e.g. ASC01
- Put all controls and additional controls on separate rows
- Please don't merge cells
- If you need additional columns for working put them at the end
- Fill in the risk status (column S) to help with reporting

The Total Score is autocalculated and colour allocated.
Do not overtype in column G, L or R

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Updated: Updated:

Created: 9th November 2023

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			Unmanag		ed /				Managed /									
Priority / Objective	Risk Ref.	Risk Description		Imbact ss		Risk Owner	Existing Controls - effective and working on the risk	Current Curren	Sco	res	Planned Additional Actions - to lower the risk or consolidate position	Action Owner	Target Date	Targe	lmbact		Current Risk Status (▲ ▼ ↔ □)	Risk Update
Designation of Selective Licensing scheme	SL001	Challenge of the Council's decision by landlords seeking judicial review of the decision within the statutory designation notice period, resulting in cost implications for the council	3	4	12	Emma Foley	Robust consultation plan agreed by Economy, Regeneration & Housing Committee 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	2 4		refl	ndlords working group in place and extended to lect proposed new licensing areas	Mike Corcoran Mike Corcoran	Jan-24 Jan-24		4	8	▲ ♥ ↔	
Ensuring a good supply of private rented properties		Landlords sell their properties instead of obtaining a licence resulting in a loss of private rented properties	3	3	9		Promotion of licensing benefits Support and information to landlords Encourage landlords to join Accreditation Scheme	2 3		6				2	3	6	▲ ♥ ↔	
Successful delivery of the Selective Licensing Scheme	SL003	Illegal evictions increase if landlords sell-up due to Selective Licensing, potentially leading to an increase in homelessness and pressure on the Council's homelessness services	3	4	12	Emma Foley	Support and training for landlords Information to tenants about their rights and where to ge help and suport Impact of New Housing legislation regarding S21 to be monitored.	2 3		6				2	3	6	▲ ♥ ↔	
Successful delivery of the Selective Licensing Scheme	SL004	Lack of adequate resources to deliver the scheme due to difficulties in recruiting and retaining staff, causing a slow down in delivery and reducing scheme outputs	2	4	8	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 Recruit trainees that can help with succession planning if qualified officers leave Targets set and scheme outputs monitored using performance management framework	2 3		6				2	3	6	▲ ♥ ↔	
Successful delivery of the Selective Licensing Scheme		Landlords do not licence their properties resulting in an income shortfall and / or impact on staffing resources	3	4	12	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	2 4		lice	pport given to landlords to ensure all apply for ences gh profile publicity through Comms team	Mike Corcoran Mike Corcoran	Apr-25 Apr-25	2	4	8	▲ ♥ ↔	
Successful delivery of the Selective Licensing Scheme	SL006	Inability to process and respond to high level of licence applications all submitted at the same time, leading to a backlog of applications which slows down the rate of property inspections	4	3	12		Re-organisation of appropriate staff workloads and priorisation of processing applications Consider option if required to draft in temprary staff to support process	2 3		6				2	3	6	▲ ▼ ↔	
Successful delivery of the Selective Licensing Scheme	SL007	Potential introduction of new legislation, such as a new Decent Homes Standard, placing additional burdens on local authorities leading to stretched resources within the Housing Standards Team and a slow-down in inspections and enforcement action	4	4	16	Emma Foley	Lobby government for new burdens resources to ensure LAs have additional resources to enforce new standard when introduced Training/awareness raising for landlords in new standards Training for officers so they can support landlords	3 4	. 1	leg 12	nual Landlord Forums to pubicise changes in gislation ticle in Landlord Link-up orkshops & shaddowing for staff	Mike Corcoran Mike Corcoran Mike Corcoran	Apr-24 Apr-25	3	3	9	▲ ♥ ↔	
Successful outcomes from Selective Licensing		People move out of area or demand for housing decreases because of negative impression of area- high crime and ASB	2	2	4		Positive publicity utilising local media, landlord newsletter Community awareness events to promote good work Positive information given to letting agents for future tenants Landlords to promote positive message	2 2		4				2	2	4	▲ ♥ ↔	
							Ensure ASB is dealt with in quick and effective manner											

Priority / Objective	Risk Ref.	Risk Description		nanage ss Sco lmbact		Risk Owner	Existing Controls - effective and working on the risk		ent S lmbact	Jed / Score: ([x]) Lotal	Action Owner	Target Date	0	lmpact tmpact		Current Risk Status (▲ ▼ ↔ □)	Risk Update
Successful outcomes from Selective Licensing	SL009	ASB increases despite Selective Licensing leading to a poor perception of the scheme amongst landlords and residents	2	3	6	Emma Foley	Positive publicity around tackling ASB utilising local media, landlord newsletter Targeted information about how to report ASB Information sharing between agencies involved in tackling ASB Enforcement action taken against landlords where conditions breeched.	2	3	6			2	3	6	▲ ♥ ↔	