

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 landlords seeking judicial review of the decision resulting in cost implications for the council. | Med | High | Med | | 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 Residential Landlord Association. Continue to engage following consultation Articles in Landlord Link-up Councils legal team involved in feasibility and consultation processess | Assistant Director Housing Services Housing Services Senior Manager Housing Standards Team and Strategic Housing & Investment team | Mar-24 | 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. | Assistant Director Housing Services Housing Services Senior Manager Housing Standards Team and Strategic Housing & Investment team | Apr-25 | low | med | med | | |

| 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) | | |
| 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 | Housing Standards Team Licensing Team | Apr-25 | 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 AD 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 | Housing Standards Team | Apr-26 | low | low | low | | |
| People move out of area or demand for housing decreases because of negative impression of area- high crime and ASB | low | low | low | | Emma Foley | 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 Demand for prs v high currently | low | low | | quarterly | promoting outcomes of scheme to landlords & community publicising benefits e.g decreased empty homes / | Housing Standards Team | Apr-26 | low | low | low | | |
| 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 Housing Standards Team Landlords | Apr-26 | low | low | low | | |

| 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) | | |
| 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 Housing Standards Team Landlords | Apr-26 | low | low | low | | |
| At end of five years, Selective Licensing has not achieved its aims | med | med | med | | 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 if scheme is to cease | low | med | | Annual Review and analysis of key performance data. | 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 | Housing Standards Team Police Fire Landlord working Group Landlords | Apr-29 | low | low | low | | |
| Illegal evictions | med | high | high | | Emma Foley | Support and training for landlords Information to tenants about their rights and where to go help and support Impact of New Housing legislation regarding S21 to be monitored. | low | med | | quarterly | Housing Options Team briefed on any new legislation Signposting of other partner agencies such as CAB Report to Assistant Director Housing Services if numbers affected become significant | Housing Standards Team Landlords/Accreditation Scheme | Apr-26 | low | med | med | | |

| 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) | | |
| 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 | Housing Standards Team Housing Delivery teams | Apr-26 | 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 | | quarterly | Extension of existing scheme online application and payments | Housing Services Senior Manager and Housing Standards Team | May-24 | med | low | low | | |
| Introduction of new Housing Bill placing additional burdens on LA's including Decent Homes Standard | High | High | High | | | 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. | med | high | | quarterly | annual Landlord Forums to publicise changes in legislation, newsletter, workshops & shadowing for staff | Housing Standards Team Housing Delivery teams | Apr-24 | med | med | med | | |