

CEB Risk Register

CEB Report – Write Off Report of Uncollectable Rent

Date – 13/1/10

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No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid	Monitoring Effectiveness				Current Risk		
		I	P			I	P		Q1	Q2	Q3	Q4		I	P
Risk Score Impact Score: 1 =Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic Almost Certain													Probability Score: 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 =		
		I	P		Mitigating Control: Level of Effectiveness: (HML)	I	P	Action: Action Owner: Mitigating Control: Control Owner:	Outcome required: Milestone Date:	Q1 ⊗ ☹ ☺	Q2 ⊗ ☹ ☺	Q3 ⊗ ☹ ☺	Q4 ⊗ ☹ ☺	I	P
1	Failure to conform with legislative requirements	2	1	Chasing a customer for a statutory barred debt	Mitigating Control: Reliant on correspondence from Insolvency Service Level of Effectiveness:(M)	3	2	Action: Debt moved to a separate account Action owner:Amanda Pitman	Debt moved as soon as a copy of the Bankruptcy Order is received						
2	Reduced revenue to HRA	2	3	Economic recession & Poor money management by customer	Mitigating Control: Monitor national trends & OCC arrears & court actions. Level of Effectiveness:(M)	2	3	Action: Continually monitor. Advertising campaigns. Provide Money Management Workshops. Action Owner: Sarah Fogden & Amanda Pitman	Levels of budgeted income maintained						
3	Financial Hardship to Oxford Citizens	1	1	Rent Collection procedures	Mitigating Control: Monitor arrears and bad debt provision. Level of Effectiveness:(M)			Action: Continually monitor and apply write off's appropriately. Action Owner: Sarah Fogden & Amanda Pitman & Suzan Smart	Levels of budgeted income maintained						

