## **Action Plans**

# Key

### **ACTIONS MUST BE 'SMART'**

Specific, Measurable, Achievable, Realistic and Time bound

# CLOSED ACTION/Risk

Risk ID		Action Owner	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action	Key Milestones		%Action Complete	Date Reviewed
INISK ID	INSK THE	OWIICI	Reduce of Avoid	Ensure statutory requirements for	ney milestories	Date	Complete	Reviewed
CEB-001-		John		proving the case for additional licensing				
ED CO.	Legal challenge	Copley	R	are met	CEB Approval	18-Oct-10		
CEB-002-	Insufficient income is raised	John		Ensure data and financial modelling are		10 001 10		
ED		Copley	R	robust e.g. 20% margin	CEB Approval	18-Oct-10		
LD	Soriomo	Оорісу		Ensure resources are available to	OLB Approval	10 000 10		
				chase up applications	CEB Approval	18-Oct-10		
				Ensure staffing resource is matched to workflow	Develop flexible staffing employment approach to reduce exposure to risk	24-Jan-11		
CEB-003- ED	Too many applications are received	John Copley	R	Ensure front end is as efficient as possible	Uniform system checked and web based applications available	24-Jan-11		
				Ensure resources are available to	Develop flexible staffing employment			
				process applications and carry out	approach to ensure demand can be			
				inspections	met	24-Jan-11		
CEB-004- ED	Public expectations are too high	John Copley	R	Manage expectation whenever possible and ensure message is consistent	Develop a communications plan	31-Oct-10		
CEB-005- ED	Large numbers of prosecution cases are required	John Copley	R	Consider alternatives to prosecution e.g. shorter licence periods	Refine the enforcement procedures	24-Dec-10		
CEB-006- ED		John Copley	R	Ensure licence conditions are reasonable and enforceable	Refine the enforcement procedures	24-Dec-10		
	Applications are	- JP103	1.,	Todas Tradition of the Todas Todas Todas Todas Tradition of the Todas To	Transcribe and control production	2.20010		
CEB-007-	not processed	John		Productivity has been calculated and				
ED CO.		Copley	R	benchmarked	Develop performance monitoring plan	31-Oct-10		
	, , , , , , , , , , , , , , , , , , , ,	1 -7		Ensure sufficient inspection resources are available	Develop flexible staffing employment approach to ensure demand can be met	24-Jan-11		

## **Action Plans**

Risk ID		Action	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action		Date Reviewed
	Insert new row al	oove				

#### Key

RED RISK

CLOSED RISK

CLOSED R	ISK														
Risk ID							Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	 Proximity of Risk (Projects/ Contracts d Only)
Category- 000- Service Area Code		Opportunity/ Threat		Risk Cause	Consequence		1 to 6	ı	P	I	P	ı	P		
CEB-001- ED	Legal challenge	Т	introduce additional licensing	Landlords remain opposed to the scheme and may challenge the Council The number of HMOs has been	The additional licensing scheme would be delayed pending the decision and if the case was lost the scheme would not go ahead A funding gap will open up and more	1-Apr-10	) 1	5	3	3 4	4 3				
CEB-002-	raised to fund the scheme	Т	Not enough applications are	overestimated. Landlords are reluctant to comply with the scheme.	effort will be required to chase applicants and carry out enforcement	1-Apr-10	) 1	4	. 3	3					
	Too many applications are received	Т		The number of HMOs has been underestimated.	Applications are not processed in time and the reputation of the scheme suffers.  The reputation of the scheme suffers and	1-Apr-10	) 1	3	3	3					
	Public expectations are too high	Т	deliver far more than it actually can	Additional licensing has been promoted as the best way to control HMOs, but it cannot deliver everything that the public wants	the public lose confidence in the Council. Bad publicity will result and future regulation of the private rented sector would be made far more difficult	1-Apr-10	) 1	4	. 3	3					
CEB-005- ED	Large numbers of prosecution cases are required  Large numbers of	т		The condition of the HMO stock has been underestimated	Staff are diverted from processing applications with the result that fewer licences are issued	1-Apr-10	) 1	3	2	2					
CEB-006- ED	appeals are made to the Residential Property Tribunal Service	Т		Landlords are opposed to the scheme and may challenge the Council	Staff are diverted from processing applications with the result that fewer licences are issued	1-Apr-10	) 1	3	2	2					
	Applications are not processed quickly enough	Т	A backlog of applications builds up	It is not possible to maintain the proposed high productivity for inspections	Applications are not processed in time and the reputation of the scheme suffers.	1-Apr-10	) 1	3	3	3					
Insert new	row above														

### **Risk ID Categories**

**CRR-000** Corporate Risk Register **SRR-000** Service Risk Register

CEB-000 CEB reports

Project/Programme Risk Register PRR-000 PCRR-000 Planning Corporate Risk Register Planning Service Risk Register PSRR-000

#### **Service Area Codes**

PCC	Policy, Culture & Communication	CS	Customer Services
CD	City Development	FI	Finance
CHCD	Community Housing & Community Development	BT	Business Transformation
CA	Corporate Assets	PS	Procurement & Shared Services
OCH	Oxford City Homes	CP	Corporate Performance
CW	City Works	LG	Law and Governance
ED	Environmental Development	CRP	Corporate Secretariat
CL	City Leisure	PE	People & Equalities

### **Corporate Objective Key**

- 1: More Housing Better Housing for all
- 2: Stronger & more inclusive communities
- 3: Improve the local environment, economy & quality of life
- 4: Reduce anti-social behaviour
- 5: Tackle climate change & promote environmental resource management
- 6: Transform OCC by improving value for money and Service performance