

Action Plans

Key

CLOSED ACTION/Risk

ACTIONS MUST BE 'SMART'

Specific, Measurable, Achievable, Realistic and Time bound

Risk ID	Risk Title	Action Owner	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action	Key Milestones	Milestone Delivery Date	%Action Complete	Date Reviewed
CEB-001-ED	Legal challenge	John Copley	R	Ensure statutory requirements for proving the case for additional licensing are met	CEB Approval	18-Oct-10		
CEB-002-ED	Insufficient income is raised to fund the scheme	John Copley	R	Ensure data and financial modelling are robust e.g. 20% margin	CEB Approval	18-Oct-10		
				Ensure resources are available to 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 process applications and carry out inspections	Develop flexible staffing employment approach to ensure demand can be 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	Large numbers of appeals are made to the Residential Property Tribunal Service	John Copley	R	Ensure licence conditions are reasonable and enforceable	Refine the enforcement procedures	24-Dec-10		
CEB-007-ED	Applications are not processed quickly enough	John Copley	R	Productivity has been calculated and benchmarked	Develop performance monitoring plan	31-Oct-10		
				Ensure sufficient inspection resources are available	Develop flexible staffing employment approach to ensure demand can be met	24-Jan-11		

Risk ID Categories

CRR-000	Corporate Risk Register
SRR-000	Service Risk Register
CEB-000	CEB reports
PRR-000	Project/Programme Risk Register
PCRR-000	Planning Corporate Risk Register
PSRR-000	Planning Service Risk Register

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