

Appendix 5

CEB Risk Register

CEB Report – Setting of the Council Tax Base 2011-12

Date – January 12th 2011

Author – Adrian Wood (Finance)

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	
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:	Q 1 ☹	Q 2 ☹	Q 3 ☹	Q4 ☹	I P
	COUNCIL TAX DEBIT A reduced debit (and lower tax base) would mean the City Council having to borrow to meet the Precept demands of the County Council and the Thames Valley Police. Also the City Council would have less Council Tax Income to fund services.	4	3	There could be less new builds than estimated in the remainder of 2010/11 and in 2011/12. In addition there could be increased numbers of exemptions/discount cases.	Assumptions used in numbers of new builds are conservative. The base for the number of Exemptions is the peak of 2010/11. Customer Services are reviewing existing exemption and discount cases to ensure these should still be granted. Assumptions are based on prior years/historical trends and take account of external impacts.	3	2	Continuing monitoring of external trends (Adrian Wood). Monthly position on actual tax base is calculated and reported in Performance Matters (Adrian Wood). Significant changes to be reported to CEB (Adrian Wood). Mitigating control owner: Penny Gardner	Assumptions remain as accurate as possible to minimise the possibility of shortfall. Monthly reviews.					

	<p>COUNCIL TAX COLLECTION RATE A shortfall in income actually received would mean the City having to borrow to meet the Precept demands (see above).</p>	4	3	<p>Taxpayers withholding some or all of their Council Tax payments</p>	<p>We eventually collect over 98% of the collectable debit for each period. Customer Services carry out regular reminder runs in cases of non-payment followed by Magistrates Court proceedings (if necessary).</p>	3	2	<p>Monthly position on collection rate for current year (and arrears) is calculated and reported in Performance Matters (Adrian Wood). Significant changes to be reported to CEB (Adrian Wood). Mitigating control owner: Penny Gardner</p>	<p>Collection rate remains as on course as possible to minimise the possibility of shortfall. Monthly reviews.</p>						
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