**Appendix 2 CEB Report Risk Register – Approval to restructure lease of 15-19 George Street, Oxford**

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| Risk Score **Impact Score**: 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic **Probability Score:** 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain |

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| No. | Risk Description Link to Corporate Objectives | Gross Risk | Cause of Risk  | Mitigation | Net Risk | Further Management of Risk: Transfer/Accept/Reduce/Avoid | Monitoring Effectiveness | Current Risk |
| 1. | Negotiations fail with the Tenant  | I4 | P4 |  Tenant/OCC fails to agree terms of legal documentation.  | Mitigating Control:Detailed heads of terms already agreed with the tenant set out the agreement to be documented.  | I3 | P2 | Action: Ongoing contact throughout process to ensure productive negotiations.Action Owner: Lucy Darnell | Outcome Required:Successful completion of documentation.Milestone Date:September 2013  |  |  |  |  |  |  |
| 2 | Negotiations fail with proposed Tenant  | I3 | P3 |  Council is unable to approve the detail of the proposed works | Mitigating Control:Close contact during process to ensure Council requirements are met. | I2 | P2 | Action: Liaise with tenant to overcome any issues which may ariseAction OwnerLucy Darnell/Paul Atkins | Outcome Required:No issues arise and works are approved.Milestone Date September 2013 |  |  |  |  |  |  |
| 3. | Negotiations fail with proposed Tenant  | I4 | P3 |  Tenant unable to secure external funding. | Mitigating Control:Tenant confirmed already in discussions with funders.  | I3 | P2 | Action: Close contact between tenant and Council to ensure lease is fundable. Proof of funding to be provided before documentation completesAction Owner: Lucy Darnell | Outcome Required:Tenant secures fundingMilestone Date: September 2013 |  |  |  |  |  |  |