**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 | I  4 | P  4 | 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. | I  3 | P  2 | 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 | I  3 | P  3 | Council is unable to approve the detail of the proposed works | Mitigating Control:  Close contact during process to ensure Council requirements are met. | I  2 | P  2 | Action:  Liaise with tenant to overcome any issues which may arise  Action Owner  Lucy Darnell/Paul Atkins | Outcome Required:  No issues arise and works are approved.  Milestone Date September 2013 |  |  |  |  |  |  |
| 3. | Negotiations fail with proposed Tenant | I  4 | P  3 | Tenant unable to secure external funding. | Mitigating Control:  Tenant confirmed already in discussions with funders. | I  3 | P  2 | Action:  Close contact between tenant and Council to ensure lease is fundable. Proof of funding to be provided before documentation completes  Action Owner:  Lucy Darnell | Outcome Required:  Tenant secures funding  Milestone Date: September 2013 |  |  |  |  |  |  |