

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

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

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	
		I	P			I	P								
1.	Negotiations fail with the Tenant	4	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.	3	2	Action: Ongoing contact throughout process to ensure productive negotiations. Action Owner: Lucy Darnell	Outcome Required: Successful completion of documentation. Milestone Date: September 2013						
2 391	Negotiations fail with proposed Tenant	3	3	Council is unable to approve the detail of the proposed works	Mitigating Control: Close contact during process to ensure Council requirements are met.	2	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	4	3	Tenant unable to secure external funding.	Mitigating Control: Tenant confirmed already in discussions with funders.	3	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						

