

Appendix 2

Report Risk Register – Entering into a Lease on the Vacant offices in Oxford Town Hall

No.	Risk Description	Gross Risk		Cause of Risk	Mitigation	Current Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid	Monitoring Effectiveness	Residual Risk		
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				
		I	P			I	P			I	P	
41	Lack of Occupancy. Take up is not as projected	4	3	Projections are over optimistic or market demand changes or the tenant does not operate an efficient or effective serviced office operation	References taken along with financial checks on their trading history. The minimum level of rent is due in any event.	3	3	Establish close working relationships and monitoring systems with the tenant.		2	3	
2	The lease does not proceed to completion	4	4	Tenant decides not to proceed	Complete transaction as quickly as possible and work as closely as possible with the tenant to identify issues early to enable resolution	4	2			4	2	
3	The cost of the works exceeds the initial estimate	4	3	Overrun on cost or specification changed	Direct Services aware of maximum budget and will work within this	4	2	Monitoring of works and budget on an on going basis		4	2	

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