

Appendix 1: Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Reputational risk - resources	Continental European cities tend to have larger budget commitments to international links than the city Council. This may lead them to expect Oxford City Council to provide more funding for International Links projects than is available in the budget.	Threat	Expectation that budgets available from Councils in new Twin Cities will be matched by Oxford City Council.	Reputational damage	22.2.19	Paula Redway	1	2	1	2	1	1	The risk will be mitigated by managing expectations early and clearly.	Ensure that expectations about the available budget are made clear and in writing prior to signing any new agreements.	8.3.19	G	40%	Paula Redway
Reputational risk - political changes 13	There is a risk when twinning with another city that the political values of that city may change over time and not fit with the values of Oxford City Council.	Threat	Political change	Reputational damage	22.2.19	Paula Redway	2	3	2	3	2	3	The risk will be mitigated by including wording in the legal agreements stating that <i>All dialogue and activities undertaken between Oxford and the twin city shall be based on the immutable principles of individual liberty, democracy, respect for Human Rights and equality under the law. The agreement will also contain a cancellation clause.</i>	Ensure that the legal agreements contain the wording in the previous column and a cancellation clause.	8.3.19	G	80%	Paula Redway
Financial	Adding three new twin cities during a short space of time runs a risk of creating competition for attention and funds between twin city links which will all have the same anniversary dates	Threat	Lack of strategic planning	Reputational damage	22.2.19	Paula Redway	1	3	1	3	1	2	The risk will be mitigated by providing sufficient staffing capacity, allocating funding according to set criteria and involving all the links in plans for launch and anniversary activity.	Recruit full time International Links Officer; ensure all are aware of the funding criteria; involve all the links in plans for launch and anniversary activity	8.3.19	G	40%	Paula Redway

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