

Appendix : 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
Financial	Oxford City Council could have incurred costs if the project stops midway or planning consent is not given for the battery.	Threat	Project stops	Oxford City Council incurs expenditure that it cannot recover.	10/03/19	Nigel Kennedy	3	4	-	-	2	2	The project will only be able to be stopped following a formal procedure, a quarterly review and a significant project change request. All costs incurred by both OCC prior to the formal stop date, would need to be honoured by Innovate UK.	CEB have already approved the electrification programme of fleet as part of the Council's budget. Some revenue costs are also covered as part of the Council's budget. Most council expenditure (fleet etc) will only occur once planning consent has been given, thereby minimising risk of loss. The first grant drawdowns will claim for electric fleet already purchased. This will help to provide a reserve to offset any possible loss.	01/04/19	G	ongoing	Tim Sadler Jo Colwell Nigel Kennedy Lyn Barker
Environmental/ Social/ Economic	Project stops or does not go ahead.	Threat	Planning permission not given or other issues stop project.	Oxford City Council will not be able to provide the same level of support package to Hackney Taxi trade for EV conversion.	10/03/19	Tim Sadler	4	4	-	-	2	2	Scheme currently with planning, decision to be made by South Oxfordshire District Council, .	Another battery location will be looked for if planning is turned down. The Hackney support package that the council is hoping to offer is reliant on this grant funding being successful.	ongoing	G	ongoing	Tim Sadler Jo Colwell
Health & Safety	Cabling and electrical works have construction and safety risks	Threat	Injury to personnel	Injury	10/03/19	Tim Sadler	3	4			1	1		All works will be done under CDM. Any contractor installing cabling or electrical infrastructure on OCC land will go through a strict procurement process and provide assurance and certification before work is signed off	ongoing	G	No yet started	Tim Sadler Jo Colwell
Environmental/ Social/ Economic	Electric Taxi 'Trial before you Buy' Leasing Scheme is not viable, either financially or is too innovative for the Council.	Threat	Electric Taxi Leasing Scheme is not viable (cost to Hackney Operators is too high, so they cannot afford to 'Trial an EV taxi'. Council cannot find a partner to help operate the scheme	Scheme would not go ahead.	10/03/19	Jo Colwell	3	4			3	3	Meeting held with procurement to discuss how best to approach finding a partner to successfully operate a taxi-leasing model.	Agreed to use a Prior Information Notice (PIN) to open up conversations to find an operating model. PIN Notice is prepared, just waiting for project start and embargo to be lifted to proceed. Other council's operate similar models so finding a viable model should be possible.	ongoing	G	ongoing	Jo Colwell

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