

## Appendix 3

### Risk Register

Council report – Setting of the Council Tax 2021-22

Date – 17 February 17 2021

Author – Adrian Wood (Finance)

No.	Risk Description Link to Corporate Obj	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid	Current Risk		
Risk Score <b>Impact Score:</b> 1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic = Almost Certain <b>Probability Score:</b> 1 = Rare; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain											
307		I	P		Mitigating Control: Level of Effectiveness: (HML)	I	P	Action: Action Owner:	Outcome required: Milestone Date:	I	P
						Mitigating Control: Control Owner:					
	<b>COUNCIL TAX BASE</b> A reduced debit (and lower tax base) would mean the City Council having to borrow to meet the Precept demands of the County Council and the Police and Crime Commissioner. Also the City Council would have less Council Tax Income to fund services.	4	3	There could be less new builds than estimated in 2021/22. In addition there could be increased numbers of exemptions/discount cases.	Assumptions used in numbers of new builds are conservative. The base for the number of Exemptions was the average of the last 12 months. The Revenues team in Financial Services review existing exemption and discount cases to ensure these should still be granted. Assumptions are based on prior years/historical trends and take account of external impacts.	3	2	Continuing monitoring of external trends (Adrian Wood). Monthly position on actual tax base is calculated and reported to the Head of Financial Services. Significant changes to be reported to the Head of Financial Services by Adrian Wood. Mitigating control owner: Nigel Kennedy	Assumptions remain as accurate as possible to minimise the possibility of shortfall. Monthly reviews.	2	2

	<p><b>OXFORD CITY COUNCIL TAX PERCENTAGE INCREASE</b></p> <p>The City Council has assumed a 1.99% increase on 2020/21 in the General Fund budget calculations for 2021/22.</p>	4	3	Members may opt for a lower rate reduction, or indeed a freeze in the Band D Council Tax rate.	The financial implications would be that for each 0.5% reduction on the proposed 2021/22 Band D charge, the loss of income is approximately £72k.	3	2	Monthly position on the cost of service provision during 2021/22 will be monitored and reported on the CORVU system). Significant changes will be highlighted (Heads of Services). Mitigating control owner: Nigel Kennedy	That the cost of service provision remains in line with the agreed budget.	3	2
308	<p><b>THE OVERALL COUNCIL TAX PERCENTAGE INCREASE FOR 2021/22</b></p> <p>The overall effect of the increases proposed by City Council (1.99%), County Council (2.99%) and Police and Crime Commissioner (6.9%), mean that most Oxford residents will face a 3.3% increase in their Council Tax liability for 2021/22.</p>	4	4	The City Council are the Billing Authority, and collect Council Tax on behalf of the County Council and the Police and Crime Commissioner. The size of the increases will likely result in an increased number of personal visits and telephone enquiries.	Information will be available on the Council's website prior to the bills being delivered confirming that the City Council's share of the overall tax has increased by only 1.99% - an annual increase of £6.25 or approximately 12p per week. The Contact Centre staff will be fully updated before the bills are delivered.	3	2	The numbers of telephone enquiries and visits to St Aldate's Chambers will be monitored and staffing resources arranged so as to ensure calls and visits are dealt with in accordance with our normal service standards.	The mitigating measures will help to a) keep the numbers of callers and phone enquiries down and b) give taxpayers accurate and relevant information.	3	2
	<p><b>COUNCIL TAX COLLECTION RATE</b></p> <p>The overall tax increase means that the average Band D Council Tax will increase by around £67 when compared with the 2020/21 figure.</p>	4	4	Taxpayers will find it increasingly difficult to pay the full amount of Council Tax due	If necessary, request will be made to The Head of Service to input further resources into the collection / recovery process.	3	2	Collection of the 2021/22 debit will be monitored and reported at least monthly by the Finance Technical Officer (Adrian Wood). The HoS will be kept closely informed and the position discussed at the monthly Performance meetings.	The collection rate to remain on course as much as possible to minimise the possibility of a shortfall arising.	3	2