

Appendix 9

Appendix 9: Risk Register

					Date Raised	Owner	Risk						Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
					Income generation not as predicted	Applications reduced or increased and not as predicted							O/T					
399 legal challenge / judicial review	The decision to renew the additional HMO licensing scheme could be subject to a legal challenge via a Judicial Review	T	Statutory requirements not met. Insufficient resources provided to fulfil requirements. Insufficient evidence base. Lack of wider consultation	The time table for introducing the scheme would be altered and extra unbudgeted spending would be required to defend the legal challenge. We would have to refund any fees paid with applications made - this would cause extra processing at our costs.	Nov 2020	Gail Siddall	3	3	3	2	2	2	A number of challenges have been brought against councils introducing or renewing property licensing schemes - for various reasons with varying success	External experts have been employed to ensure that consultation exercise has been undertaken widely - all statutory requirements have been met and robust evidence for proving need for scheme provided				
Report recommendations not approved	Cabinet do not approve the recommendations in the report	T	Insufficient support from members to proceed with the renewal of the scheme	Approximately 45% of the HMO stock in the city will not be regulated by HMO licensing which inevitably will lead to more poor conditions in the sector. The council would still be legally obliged to investigate these complaints. Regulatory services officers needed would remain the same at a reduced budget and so cost may need be covered from council budget. Customer services applications officers may have possible redundancies.	Nov 2020	Gail Siddall	3	2	3	2	2	2	The review of the current scheme shows there is still a large proportion of HMOs not meeting requirements of the licencing scheme	Robust evidence provided that scheme is needed to regulate this sector				

Processing times to issue licences	Time to issue licences is longer than normal	T	Gap in scheme has led to a "peak" in applications and we cannot issue until the scheme starts.	Poor customer service due to "wait" time for licence. Possible income reduction in future years - longer it takes to issue, the longer between renewals.	Jan 2021	Gail Siddall/ Sue Williams							Workload planning underway	Employ temp staff - this will increase cost overall. Income projections reviewed each year, fees can be increased in later years if needed. Set customer expectations to expect wait. Work with agents / portfolio landlords to stagger applications to spread workload				
------------------------------------	--	---	--	--	----------	-------------------------------	--	--	--	--	--	--	----------------------------	---	--	--	--	--