

Appendix 3

Risk Register

Council report – Setting of the Council Tax 2022-23

Date – February 16th 2022

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 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											
263		I	P		Mitigating Control: Level of Effectiveness: (HML)	I	P	Action: Action Owner:	Outcome required: Milestone Date:	I	P
						Mitigating Control: Control Owner:					
	COUNCIL TAX BASE A reduced debit (and lower tax base) could 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 2022/23. 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	3	2	Continuing monitoring of external trends (Adrian Wood). Monthly position on actual tax base is calculated. 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

					and take account of external impacts.						
	OXFORD CITY COUNCIL TAX PERCENTAGE INCREASE The City Council has assumed a 1.99% increase on 2021/22 in the General Fund budget calculations for 2022/23.	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 £72.3k.	3	2	Monthly position on the cost of service provision during 2022/23 will be monitored. 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
264	THE OVERALL COUNCIL TAX PERCENTAGE INCREASE FOR 2022/23 The overall effect of the increases proposed by City Council (1.99%), County Council (4.99%) and Police and Crime Commissioner (4.3%), mean that most Oxford residents will face a 4.5% increase in their Council Tax liability for 2022/23.	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 £6.37 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 the Westgate Library 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
	COUNCIL TAX COLLECTION RATE The overall tax increase means that the average Band D Council Tax will	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	3	2	Collection of the 2022/23 debit will be monitored and reported at least monthly by the Finance Technical	The collection rate to remain on course as much as possible to minimise the	3	2

	increase by around £95 when compared with the 2021/22 figure.				process.		Officer (Adrian Wood). The HoS will be kept closely informed and the position discussed at the monthly Performance meetings.	possibility of a shortfall arising.		
--	---	--	--	--	----------	--	--	-------------------------------------	--	--

This page is intentionally left blank