

**Appendix C**

**RISK ASSESSMENT FORM**



**Project:** Flexible Home Improvement Loan Scheme

**Business Objective:** To make an informed Cabinet decision whether to participate in a scheme to provide low cost loans to assist owners to improve private sector housing.

**Completed by:** Martyn Clemence

**Date completed:** 16/01/2008

No	Risk	Assessment of Risk [as it is now]			Risk Control Measures	Assessment of Residual Risk [with control measures]			Responsible	Timescale/ Review Frequency
		Impact	Likelihood	Risk Score		Impact	Likelihood	Residual Risk Score		
1	Not to participate in the Flexible Loan Scheme and accept that, with our existing grant budget, we will be limited in respect of the Home Repair Assistance we can offer.	2	4	8	None	2	4	8	Environmental Health	None
2	To participate in the Flexible Loan Scheme but it suffers from bad management and/or inability to successfully 'market' the product	3	2	6	Establish procedures for training, reporting and for measuring targets. Regular monitoring of all aspects of scheme.	3	1	3	Environmental Health	Monthly

No	Risk	Assessment of Risk [as it is now]			Risk Control Measures	Assessment of Residual Risk [with control measures]			Responsible	Timescale/ Review Frequency
		Impact	Likelihood	Risk Score		Impact	Likelihood	Residual Risk Score		
3	To participate in the Flexible Loan Scheme but it suffers from disputes between local authorities who are partners in the scheme.	3	2	6	Create scheme rules and guidelines at onset, including a process whereby rules can be changed by democratic decision. Have periodic meetings with partner local authorities.	3	1	3	Environmental Health	Monthly
4	To participate in the Flexible Loan Scheme but it suffers from financial irregularities, including fraud.	4	2	8	Establish well proven financial controls at onset and ensure regular monitoring and auditing.	3	1	3	Environmental Health, Corporate Financial Accounting & Legal Services	Monthly