

Appendix 2 - Municipal Portfolio Risk and Performance Register

1	Building services team	Non compliance with Statutory requirements	Fatality or serious injury to employee/public Corporate Health and Safety Policy breached Prosecution & Compensation claims. Enforcement action & Reputational damage	4	3	12	H&S plan adopted including term contracts in place for testing/maintenance and remedial work needed	4	2	8
2	Building services team	Buildings falling into disrepair	Fatality/ill Health Deterioration to property Increased reactive repairs and reinstatement costs. Loss of income Budget overspends	4	3	12	PPM program with term contracts in focusing on planned & preventative maintenance Cyclical survey programmes Timely action on reactive works Contractors' performance management framework in place	4	2	8
3	Building services team	Building component containing hazardous material including reinforced autoclaved aerated concrete or asbestos for example.	Building collapse Fatality or serious injury to employee/public Corporate Health and Safety Policy breached. Prosecution & Compensation claims. Enforcement action Reputational damage	4	2	8	Annual surveys to check for the exposure of any potential hazardous materials with a response to act in a timely manner in accordance with the industry guidelines specific to any hazardous material identified. Building risk register	2	2	4
6	Asset Management	Poor/Failing Tenant financial strength	Tenant failure, tenant arrears, bad debt and vacant buildings	4	3	12	Ensure records of tenant performance are maintained with P and L's. Ensure good communications with the Clubs and community associations leasing/running municipal properties	2	2	4
7	Asset Management	Significant expenditure on buildings that is not recoverable	Reduction in net income, potential loss of tenant and unbudgeted expenditure	4	3	12	Undertaking regular condition surveys of the municipal portfolio and prioritising work where required	2	2	4
8	Asset Management	Delay in rent collection and/or Tenant default	Loss of income	4	4	16	Customer Services via Integra (Municipal) undertake the rent demand Monitoring in place Regular communication with tenants	2	2	4
4	Asset Management	Lack of Rental income due to socio economic factors	Will not match budget income	4	3	12	Ensuring close monitoring of tenants within municipal portfolio with regular communications and requesting P and L's as per terms of lease	2	1	2
5	Asset Management	Lease events are not progressed in a timely manner	Opportunities for growth in rental income may be missed and increased rent not achieved in a timely manner, statutory rights may be obtained, resulting in SBC losing control of decision making	4	3	12	Reports are run 12-18 months in advance of lease event dates to ensure work can be programmed and external advice sought where necessary	2	1	2
9	Asset Management	Not meeting new legislation deadline for MEES/EPC requirements	Unable to grant new leases Loss of income	4	3	12	Building Consultancy team instructed to carry out EPC's where needed, action any works required and keep accurate records.	2	1	2
10	Asset Management	Vacant properties	Loss of income. Exposure to void rates	4	4	16	Monitor lease events. Maintain close relationships with tenants. Market any space prior to becoming void to minimise void costs	2	1	2

11	Facilities Management	Building not opened or closed	Staff and visitors unable to enter the building	4	1	4	Relationship established with security providers to provide additional resourcing	1	1	1
12	Facilities Management	Lack of sanitation/ water provisions	Building would be uninhabitable	4	2	8	Hire porta loos and water supply	1	1	1
13	Facilities Management	Unable to monitor fire alarm and initiate building evacuation	Serious injury / Loss of Life Fines Reputational damage	4	3	12	Ensure maintenance of fire alarms, staff remain properly trained, taking into account hybrid working	1	1	1
14	Facilities Management	Repairs not undertaken	Certain areas may not be operational	1	1	1	Monitor space usage to determine alternative operational areas that can be used	1	1	1