

Ref	Risk	Cause	Effect	Risk Owner	Gross Risk			Existing Actions(in place or completed)	NET Risk			Further Risk Actions		
					Likelihood	Impact	Risk Level		Likelihood	Impact	Risk Level	Description (actions must be referenced to objectives in business unit plans or service plans)	Action Owner	Review Date
001	Inadequate data quality	Employer not aware of data provision responsibilities Employer not having the capacity or expertise to manage and provide their data Admininistrator not escalating data issues Administrator systems or processes allowing or creating errors Insufficient or poor quality for the 1992 scheme for determining the McCloud / Sergeant rectification.	Reputational damage/ incorrect pension benefits paid	Pensions Administration Delivery Lead/Payroll Delivery Lead	2	4	8	Monthly monitoring of actual and potential breaches activity  Ensure protocols are in place for co-ordination of data provision with Warwickshire County Council payroll service. Annual reporting of data quality with work plan to address quality issues  Implementation of i-Connect (complete)	2	3	6	Breaches Policy created June 2021 I-connect implemented March 2021	Pension Admin Lead	01/09/2021
002	Employee / employer contributions not paid	Employer has poor processes and procedures Lack of clarity from the administrator about expectations Lack of escalation by the Administrator	Additional funding required from central government is different to what has been submitted via DELTA system Reputational risk to the Pensions Administration Team	Pensions Administration Delivery Lead/Payroll Delivery Lead	2	3	6	New staffing structure with more dedicated capacity for policy development and employer liaison	1	3	3		Pension Admin Lead	01/12/2021
003	Loss of service provision due to disruption	Fire Flood National event/emergency Cyber Crime Systems Failure	Inability to pay pensioners  Inability to keep data up to date leading to data inaccuracy and data backlogs	Pension Admin Delivery Lead	1	4	4	Data back ups stored off site Use of scheme administrator disaster planning processes Digital imaging of records Access to the scheme administrator's systems security facilities Creation of a cyber security policy	1	3	3	Review and update of disaster recovery plan	Pension Admin Lead	01/09/2021

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004	Lack of skills and knowledge	Increasing demand and complexity within the scheme  Pressure to maximise efficiency and minimise costs	Deterioration in data quality  Inability to make decisions  Inability to make decisions in a timely way  Workload backlogs  Inability to meet service objectives and deadlines  Reputational damage  Adverse impact on morale	Strategy and Commissioning Manager	3	3	9	Training for new staff  Documentation of procedures and practices  Pro-active talent mapping and succession planning for internal staff  Consider outsourcing administration of Fire Pensions	2	2	4	The introduction of longer term workforce planning  Budget setting informed by cost drivers not cash limits	Strategy and Commissioning Manager  and Transformation Manager	01/09/2021
005	Failure to meet governance standards	Inadequate reporting to Local Pension Board  Lack of training  Out of date policies  Not following and responding to external developments  Lack of capacity to focus on planning and governance	Breaches of the law  Decisions taken without appropriate authority  Poor decisions taken based on inadequate information or insufficiently skilled boards, officers, or advisers	Strategy and Commissioning Manager	2	3	6	Training plans for Local Pension Board members  Quarterly board meetings  Review of Terms of Reference of the Local Pension Board  Rolling forward plan of policy reviews  Structural separation of governance and policy from delivery	2	2	4	Review of terms of reference Creation of separate policies for Fire scheme administration	Strategy and Commissioning Manager	21/03/2021
006	Fraud or error within the Admin Team	Inadequate procedure notes and training of team  No segregation of duties through workflow system	Payments made to incorrect individuals or made fraudulently	Pension Admin Delivery Lead	3	3	9	Workflow processes have levels of authority set within them payments are set up and have to go through a process where there is a two stage authorisation, this is checked by a senior officer and signed off by a team leader Implementation of recommendations arising from 2019/20 routine internal audit	2	3	6		Pension Admin Lead	01/09/2021



