

Risk ID	Short Risk Title	Long Description	Nature of Risk	Controls and mitigations in place	Residual Risk			Target Risk			Further actions	Date risk identified	
					Impact	Likelihood	Risk Score	Impact	Likelihood	Response Option			
PB001	Operational - disaster (Fire / flood etc)	An event occurs that would impact the ability to deliver all / parts of the pension service.	Business Continuity	The administrator has Business Continuity Procedures and Disaster Recover Plans in place. Business Continuity Procedures and Disaster Recovery Plans are subject to annual independent testing - undertaken by KPMG. Capita back-up site is in Elland, Leeds, and is tested annually. Business continuity procedures in place for scheme managers Contracts with all advisers and suppliers in place and stored on a central database.	5	1	5	5	1	Tolerate	Latest testing KPMG report, for year ended 31 December 2017, shared with the Local Pensions Board on 19 June 2018. The testing report for year ended 31 December 2018 will be shared with Barnet in Q1 2019 All contracts to be held centrally and all contractual obligations to be evidenced and reviewed.	Q1 2019	Aug-17
PB002	Member data incomplete or inaccurate	To fulfil legal obligations, the pension service is dependent on receiving accurate information and data from scheme employers, and for the administrator to maintain member records. Incomplete and / or inaccurate information / data could lead to incorrect benefit calculations. The Pension Regulator requires all pension schemes to maintain accurate data.	Information Governance	Employer Forums held twice-annually to support scheme employers with returning the information / data required to populate annual benefit statements. A 'Scheme Return Policy' in place, which will detail how the administrator and Barnet will approach employers to collate the data required for annual benefit statements to be populated. The Scheme Return Policy will include clear timescales, and letter templates. The Scheme Return Policy will include the power to fine employers and report to the Pensions Regulator. Common data analysis completed annually and conditional data analysis report completed in Q1, 2018. The scheme manager acknowledges that this is not a one-off exercise. Hartlink system enforces independent checking / authorisation of any system amendments made to ensure accuracy of events / member payments	4	3	12	3	1	Treat	Last Employer Forum held 11 October 2018 - next Employer Forum to be held Q2 2019. Scheme Return Policy drafted and will be on the 21 November agenda for the Local Pension Board to comment / agree process - to be formally in place by Q1 2019 - once consultation with scheme employers has been completed. Common data analysis completed September 2018 - conditional data analysis completed March 2018. To agree whether tracing exercise would be done more frequent than every three years. Conditional data cleanse activities to complete by 31st March 2019.	Q1 2019 Q1 2019 Q1 2019	Aug-17
PB003	Administration process failure / maladministration	Administration of the pension scheme should be in line with the Local Government Pension Scheme (LGPS) rules.	Statutory Duty	Ongoing dialogue between Barnet and Capita through regular Pension Review Meetings. Formal agreement in place with administrator, including agreed SLA's. Authority level clearly agreed and kept up to date, including clear definition of delegated authorities and individual approval authorities. Scheme Event Calendar in place to ensure legislative / regulatory deadlines are achieved (i.e. ABS / Scheme Return etc.) Staff training and formal plans in place to ensure processing in accordance with LGPS requirements Written reports and quarterly presentations by administrator to scheme managers.	3	2	6	3	1	Treat	The Local Pension Board have agreed reporting against LGPS SLA measures that Capita use in other public contacts. Authority levels embedded within the Hartlink system so based on role can authorise and sanction payments up to 50k, 100k, 250k - these controls are tested annually in the AAF report. Pension Review Meetings in place monthly - last meeting on 23 October 2018 - next meeting on 13 November 2018 Scheme Event Calendar in place - shared at the Pensions Review Meeting on 23 October 2018 - to be next reviewed at Pensions Review Meeting on 13 November 2018.	Ongoing Annually Ongoing Ongoing	Aug-17
PB004	Excessive charges by suppliers	The cost of running the pension scheme should not exceed the agreed budget.	Finance	Pension scheme budget agreed annually. Spend reviewed quarterly to ensure on budget. Periodic review of suppliers.	2	1	2	2	1	Treat	Budget to be agreed annually.	Annually Q3	Aug-17
PB005	Employer failure to pay contributions to the fund	The fund does not receive the correct amount of contributions from employers to fund employee pension liabilities, leading to a scheme deficit.	Finance	Monthly reconciliation of contribution payments received by the finance and administration teams. Ongoing dialogue with employer around when contributions are due. Reconciliation through annual scheme returns. Clear expectations shared with admitted bodies through Scheme Return Policy	2	1	2	2	1	Treat	All contributions received checked against schedule of contributions. Revised process to be implemented during Q4, 2019 Finance and administration teams to evidence efforts to recover unpaid contributions. Scheme accounts to be signed off by auditors.	Ongoing - monthly Ongoing Q2 2019	Aug-17

PB006	Failure of non-public sector employers	Should admitted bodies default on payments, the fund is left with additional pension liabilities.	Finance	Scheme manager monitoring of employer covenant and business strength. Work with actuaries to assess the suitability of the use of bonds and guarantees.	2	2	4	2	1	Treat	Review all admitted bodies to ensure an appropriate bond / guarantee is in place and reporting into the Pension Fund Committee.	Q2 2019	Aug-17
PB007	Failure to interpret rules or legislation correctly	The Board does not have the level of pension knowledge to perform their role effectively.	Compliance	Up to date training log in place, showing completion of training material. Technical advice and updates formally noted on training log.	4	2	8	4	1	Treat	Training log in place with agreed timescales to complete training material. Updates received from all appropriate bodies have been acted upon. Q4 each year.	Q4 2018 Q2 2019	Aug-17
PB008	Appropriate personnel in place to perform in designated roles	The Board does not comply with statutory obligations and is unable to evidence appropriate governance.	Compliance	Ensure that the personnel in key roles in relation to the administration of the Fund are suitably experienced and qualified to perform in their roles and have the appropriate authorities to ensure the administration is executed effectively at all times	4	2	8	4	1	Treat	Review of roles and responsibilities of relevant individuals to ensure individuals hold appropriate authorities or there is clear escalation of issues requiring decisions. In particular, role of Pensions Manager.	Q1 2019	Aug-17
PB009	Conflicts of interest	Decisions made may be influenced by other factors and may be subject to challenge.	Compliance	Pension Board awareness of legal responsibility. All Pension Board members to declare any conflicts and potential conflicts.	3	1	3	3	1	Treat	All pension board members have completed relevant educational material. All conflict of interest documentation signed by all board members and recorded in conflict of interest register Any changes to be included with minutes at each meeting.	Ongoing	Aug-17
PB010	Admission agreements / securities (i.e. bonds) not arranged	To fulfil legal obligations, where necessary, the Fund should arrange for employers to participate in the LGPS as an admitted body. Should an employer not be admitted to the Fund in a timely manner then significant risk will arise - including but not limited to, employees not being able to draw their benefits or having access to death in service benefits relating to the LGPS.	Compliance	There is currently no formal admitted body process in place. The Scheme Manager has drafted a proposed process, which is currently under review.	5	4	20	5	2	Treat	Scheme Manager in liaison with Capita and Hymans to implement a clear and robust admitted body process.	Q2 2019	Jan-19