

**REPORT TO: PENSION SUB-COMMITTEE OF THE POLICY & RESOURCES
COMMITTEE & PENSION BOARD– 1 JUNE 2015**

REPORT ON: RISK REGISTER

REPORT BY: DIRECTOR OF CORPORATE SERVICES

REPORT NO: 226-2015

1 PURPOSE OF REPORT

This report updates the Risk Register for the Tayside Pension Funds.

2 RECOMMENDATIONS

The Sub-Committee are asked to approve the updated Quarterly Risk Register for the Tayside Pension Fund and Tayside Transport Pension Fund and note that there are no changes to risk profiles and control measures.

3 FINANCIAL IMPLICATIONS

There are no financial implications.

4 INTRODUCTION

The Local Government Pension Scheme Management and Investment of Funds (Scotland) Regulations 2010 requires funds to state the extent to which they comply with guidance given by the Scottish Ministers.

The Scottish Ministers guidance refers to the six revised principles on investment decision making contained within CIPFA publication "Investment Decision Making and Disclosure in the Local Government Pension Scheme: A Guide to the Application of the Myners Principles" (December 2009).

Principle 3: Risk and Liabilities (paragraph 98) states that "The annual report of a pension fund should include an overall risk assessment in relation to each of the funds activities and factors expected to have an impact on the financial and reputational health of each fund. This could be done by summarising the contents of a regularly updated risk register. An analysis of the risks should be reported periodically to the committee, together with necessary actions to mitigate risk and assessment of residual risk".

The initial Tayside Superannuation Funds Risk Register (Article III of the Minute of Meeting of the Superannuation Sub-Committee of the Policy and Resources Committee of 21 February 2011, Report No 114-2011 refers) requires conformity with the Statements of Investment Principles for the Tayside Pension Fund and Tayside Transport Pension Fund. The risk register has in the past been reviewed annually. As per recommendations in a report by Internal Audit, review of the Risk Register is now reported on a quarterly basis.

5 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues, other than Risk Management itself, which is addressed through the register.

6 CONSULTATIONS

The Chief Executive and Head of Democratic and Legal Services have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

None

**MARJORY M STEWART
DIRECTOR OF CORPORATE SERVICES**

26 MAY 2015

Quarterly Risk Report


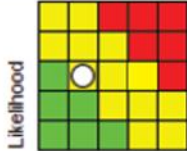

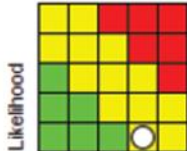

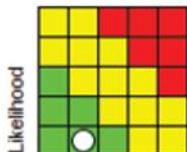

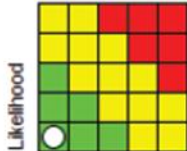

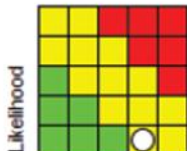
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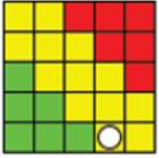
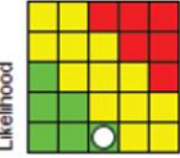
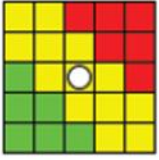
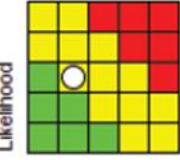
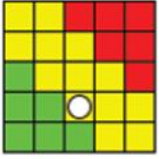
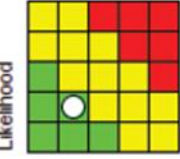
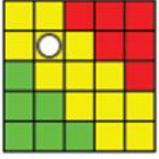

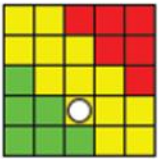
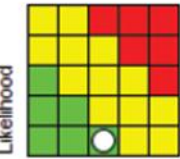
Report Author: Tracey Russell

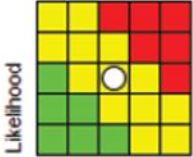

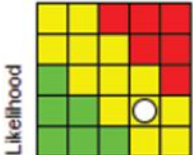

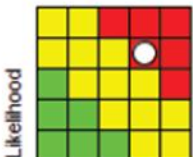

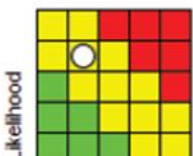
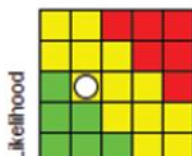
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Risk Title	Profile Potential Effect	Measures of Impact	Original Risk Matrix	Risk Factors	Impact	Likelihood	Current Risk Matrix	Guidance	Review Date
1 Failure to process pension payments and lump sums on time	Retiring staff will be paid late which may have implications for their own finances. Reputational risk for the Fund Financial cost to the fund if interest has to be paid to members.	Robust maintenance and update of Altair and ResourceLink Sufficient staff cover arrangements Staff training and checking of work		Non-availability of Altair pension system ResourceLink payroll system key staff or error omission, etc.	3	1			21-May-2015
2 Failure to collect and account for contributions from employers and employees on time	Adverse audit opinion for failure to collect contributions by 19th of month Potential delays to employers' FRS17 year-end accounting reports	Robust maintenance and update of ResourceLink and Authority Financials systems, sufficient staff cover arrangements, staff training and checking of work. Ongoing communication with employers to ensure they understand their responsibilities to pay by the 19th of the month.		Non-availability of Authority Financials system, key staff, error, omission, failure of employers' financial systems, failure to communicate with employers effectively. Failure of employer to provide required information.	2	3			21-May-2015
3 Insufficient funds to meet liabilities as they fall due	Immediate cash injections would be required from employers.	Funding Strategy Statement Investment Strategy Triennial Valuations Ongoing advice from investment consultants, etc.		Contributions from employees/employers too low Failure of investment strategy to deliver adequate returns Significant increases in longevity, etc.	4	1		Regular monitoring of cash flow.	21-May-2015

Risk Title	Profile Potential Effect	Measures of Impact	Original Risk Matrix	Risk Factors	Impact	Likelihood	Current Risk Matrix	Guidance	Review Date
4 Inability to keep service going due to loss of main office, computer system or staff	Temporary loss of ability to provide service.	Dundee City Council Business Continuity plan in place.	 <p>Likelihood</p> <p>Impact</p>	Fire, bomb, flood, etc.	2	3	 <p>Likelihood</p> <p>Impact</p>	Daily back up and contingent procedures implemented Back-up server located in different building	21-May-2015
5 Loss of funds through fraud or misappropriation	Financial loss to the fund	Internal and external audit regularly test that appropriate controls are in place and working effectively. Regulatory control reports from investment managers, custodian, etc are also reviewed by audit. Due diligence is carried out when a new manager is appointed. Reliance is also placed on Financial Services Authority registration.	 <p>Likelihood</p> <p>Impact</p>	Fraud or misappropriation of funds by an employer, agent or contractor	4	1	 <p>Likelihood</p> <p>Impact</p>		21-May-2015
6 Unable to participate in scheme	Fund matures more quickly	Full Actuarial Valuation undertaken every 3 years. Funding Strategy Statement identifies how employer's liabilities are best met going forward.	 <p>Likelihood</p> <p>Impact</p>	Scheme liabilities increase disproportionately as a result of increased longevity, falling bond yields, changing retirement patterns, etc.	2	1	 <p>Likelihood</p> <p>Impact</p>	Results of Actuarial Valuation as at 31/3/14 demonstrates health of funding and ability to reduce contributions	21-May-2015
7 Significant rises in employer contributions due to poor/negative investment returns	Poor/negative investment returns leading to increased employer contribution rates.	Performance monitored on an ongoing quarterly basis Diversified range of investment managers over different asset classes	 <p>Likelihood</p> <p>Impact</p>	Poor economic conditions, incorrect investment strategy Poor selection of investment managers	1	1	 <p>Likelihood</p> <p>Impact</p>	Introduction of 5% volatility reserve as additional protection	21-May-2015
8 Failure of global custodian	Financial loss to the fund. Loss of information.	Legal agreement with custodian. Credit rating monitored on an ongoing basis. Regulated by Financial Services Authority. Assets not on custodian balance sheet.	 <p>Likelihood</p> <p>Impact</p>	Financial collapse of global custodian or failure to safeguard assets or records.	4	1	 <p>Likelihood</p> <p>Impact</p>		21-May-2015

Risk Title	Profile Potential Effect	Measures of Impact	Original Risk Matrix	Risk Factors	Impact	Likelihood	Current Risk Matrix	Guidance	Review Date
9 Failure of Investment Manager	Financial loss to the fund	Performance monitored on an ongoing quarterly basis. Diversified range of asset classes. Advice provided by Investment Consultant.		Market sector falls substantially	3	1			21-May-2015
10 Equity Risk	Financial loss to the fund	Performance monitored on an ongoing quarterly basis. Diversified range of asset classes Advice provided by Investment Consultant.		Market sector falls substantially	2	3			21-May-2015
11 Active Manager Risk	Financial loss to the fund.	Performance monitored on an ongoing quarterly basis Targets and tolerance levels set.		Investment manager underperforms.	2	2			21-May-2015
12 Failure to comply with LGPS and other regulations	Wrong pension payments made or estimates given. New scheme and regulations not fully known therefore staff will be unfamiliar	Verification process in place within Pensions section, ongoing staff training undertaken.		Lack of technical expertise/staff resources to research regulations IT systems not updated to reflect current legislation, etc	2	3		Pension Administration Expert available to advise.	21-May-2015
13 Failure to hold personal data securely	Data lost or compromised Reputational risk.	Data Protection Act adhered to Secure communication channels in place and system access is controlled		Insufficient security of data Inadequate data retention policy, backup and recovery procedures.	3	1			21-May-2015

Risk Title	Profile Potential Effect	Measures of Impact	Original Risk Matrix	Risk Factors	Impact	Likelihood	Current Risk Matrix	Guidance	Review Date
14 Failure to keep pension records up-to-date and accurate	Incorrect records leading to incorrect estimates being issued and potentially incorrect pensions being paid	Verification process in place within Pensions section Ongoing communication with employers.	 Likelihood Impact	Poor or non-existent notification of by employers of new starts, amendments, leavers, etc.	3	2	 Likelihood Impact		21-May-2015
15 Lack of expertise on Pension Investment Sub-Committee or amongst officers	Detrimental decisions made in relation to investments.	Provision of training External investment advice Consultation with peer groups.	 Likelihood Impact	Lack of training and continuous professional development.	4	1	 Likelihood Impact		21-May-2015
16 Over reliance on key officers	If an officer leaves or falls ill knowledge gap may be difficult to fill.	Key officers transfer specialist knowledge to colleagues In the short-term advice can be sought.	 Likelihood Impact	Specialist nature of work means there are relatively few experts in investments and the LGPS regulations.	4	3	 Likelihood Impact	Pension Administration Expert available to advise.	21-May-2015
17 Failure to communicate properly with stakeholders	Scheme members not aware of their rights resulting in bad decisions Employers not aware of regulations, procedures, etc.	Pensions website, quarterly update for employers, newsletter for pension scheme members, annual employer forum.	 Likelihood Impact	Lack of clear communication of policy and actions particularly with employers and scheme members	2	3	 Likelihood Impact		21-May-2015