ITEM No ...4.....

`REPORT TO: PENSION SUB-COMMITTEE OF THE POLICY & RESOURCES COMMITTEE &

PENSION BOARD - 20 MARCH 2023

REPORT ON: RISK REGISTER

REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES

REPORT NO: 86-2023

1 PURPOSE OF REPORT

The Sub-Committee is asked to approve the Quarterly Risk Register for Tayside Pension Fund which was updated on 1st March 2023, noting that there are no changes to risk profile since the previous report.

2 RECOMMENDATIONS

The Sub-Committee is asked to approve the Quarterly Risk Register for Tayside Pension Fund, noting the revisions made.

3 FINANCIAL IMPLICATIONS

There are no financial implications other than those highlighted in the risk register.

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 Scotlish 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.

In 2021, an internal audit review of Risk Management and Regulatory Compliance was undertaken and the findings were reported to the Pension Sub-committee & Board (Article IX of the Minute of Meeting of the Pension Sub-Committee of the Policy and Resources Committee & Pension Board of 21 March 2022, Report No 87-2022 refers). The review suggested the following changes be made to the risk register:

- Update of current risk descriptions to use cause, event and consequence format
- Addition of risks not specified within current risk register
- Implementation of a revised risk scoring matrix specific to Tayside Pension Fund

All risks and controls have been reviewed and rescored accordingly.

5 **POLICY IMPLICATIONS**

This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

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

ROBERT EMMOTT EXECUTIVE DIRECTOR OF CORPORATE SERVICES

10 MARCH 2023

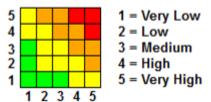


Quarterly Risk Report

Report Type: Tayside Pensions Fund Risks Report Report Author: Executive Director of Corporate Services

Generated on: 1 March 2023

Pentana Risk Matrix



Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
1.Failure to process pension payments and lump sums on time	 Non-availability of pension / payroll systems Resource unavailable New staff undertaking duties Increased workload Failure to gain relevant information from employers to enable processing 	 Processing delays Processing errors Retiring members will be paid late Reputational risk for the Fund Breach of statutory requirements 	 Financial implications for members. Loss of stakeholder confidence. Financial cost to the fund if interest has to be paid to members. Regulatory action 	Inherent Impact	 Regular update & maintenance of Altair & Resourcelink Standardised processes & independent review of calculations Sufficient staff cover arrangements Task prioritisation Contingent measures to prevent financial detriment 	Impact	No change
2.Failure to collect and account for contributions from employers and employees on time	 Non-availability of financial system (Fund and employer) Resource unavailable New staff undertaking duties 	 Adverse audit opinion Breach of statutory requirements Knock on effect on reporting requirements 	 Requirement for report of regulatory breach & subsequent action if required Potential delays to employers' FRS17 year-end accounting reports 	Inherent Impact	 Robust maintenance and update of Resourcelink and Authority Financials systems Sufficient staff cover arrangements 	poo _{dij} ay1	Impact No change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
	Failure to communicate with employers effectively Failure of employer to provide required information Failure of employer to make financial settlement	Financial impact as insufficient cashflow to meet monthly pension payments without unplanned sale of assets	 Loss of stakeholder confidence Recovery / legal action required Opportunity cost of lost investment income 		 Staff training and checking of work. Ongoing employer communication to ensure they understand responsibilities to pay by the 19th of the month. Contribution tracker system Introduction of employer contribution payment flexibility within financial year (subject to agreement) 		
3.Insufficient funds to meet liabilities as they fall due	 Contribution levels are inadequate Contributions Investment strategy fails to deliver adequate returns Significant changes in member profile (i.e. rapid maturing of fund liabilities) Significant increases in actuarial assumptions (i.e. longevity. 	 Rise in employer contribution rate required Unplanned asset sales required to meet Revision of Funding and Investment strategies required 	 Inability to meet overall strategic objectives Immediate cash injections would be required from employers by means of contributions Reduced funding levels Lost investment income from unplanned asset sales Transaction costs associated with changing strategies 	Inherent Impact	 Funding Strategy Statement Investment Strategy Ongoing advice from investment consultants, etc. Suitable policies & strategies in place to prevent Regular monitoring of asset / liability valuations Triennial actuarial valuations 	Impact	Impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
4.Inability to maintain service due to loss of main office, computer system or staff	 Fire, bomb, flood, etc. Staff unable to access office (i.e. public health restrictions) IT system / network outage 	 Temporary loss of service provision. Delayed payments & processing Retiring staff will be paid late Reputational risk for the Fund Breach of statutory requirements 	 Financial implications for members. Loss of stakeholder confidence. Financial cost to the fund if interest has to be paid to members. Regulatory action 	Inherent Impact	 DCC business continuity plan (top priority) Contractual agreement with system provider Daily back up and contingent procedures Back-up server located in different building 100% staff remote working capabilities 	Impact	Impact No Change
5.Loss of funds through fraud or misappropriation	Fraud or misappropriation of funds by staff/employer/3 rd party service provider	 Financial loss to the fund Reputational risk for the Fund Adverse audit opinion Breach of statutory requirements Enforcement action 	 Requirement for report to regulator & subsequent action if required Criminal investigation Loss of stakeholder confidence Recovery / legal action required 	Inherent Impact	 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 carried out when a new manager is appointed. Reliance also placed on Financial Conduct Authority registration & requirements. 	Impact	Impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
6.Employers unable to participate in scheme	increase disproportionately as a result of changed member profiling	Employers unable to maintain contributions Employers exit from fund Employer cannot meet liabilities on exit	 Inability to meet overall strategic objectives Financial loss to fund, triggering asset sales to meet pension payments Fund profile changed as a result of employer exit Insolvency of employer Recovery of liabilities in liquidation 	Inherent Impact	 Full Actuarial Valuation undertaken every 3 years (employers advised of liability) Funding Strategy enables exit at minimum risk. Independent covenant and financial settlement assessment on affordability Employer contribution payment flexibility within financial year (subject to agreement) Employer / fund communications and relationship management 	Impact	Impact No Change
7. Significant rises in employer contributions due to poor/negative investment returns	 Poor economic conditions Inappropriate investment strategy Poor selection / performance of investment managers 	 Financial impact as a result of poor/negative investment returns Revision of investment strategy required Dismissal of investment managers 	 Inability to meet overall strategic objectives Reduced funding level Increased contributions required Transaction costs on change of strategy or investment manager 	poodisti Likelihood	 Performance & funding levels monitored on an ongoing quarterly basis Investment & Funding strategies reviewed and assessed independently Diversified range of investment 	Impact	Impact No change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
					managers over different asset classes 10% asset shock reserve		
8.Failure of global custodian	Financial collapse of global custodian or failure to safeguard assets or records	 Financial loss to the fund. Loss of information required for statutory and accounting purpose 	 Inability to meet overall strategic objectives Severe service disruption as a result of recovery action Statutory breaches 	Inherent Impact	 Legal agreement with custodian. Credit rating monitored on an ongoing basis. Regulated by Financial Conduct Authority. Assets not on custodian balance sheet. 	Impact	Impact No Change
9.Failure of Investment Manager	 Substantial decline of global financial market Economic factors impacting on asset class Under performance of investment manager 	 Financial loss to the fund Reduced asset returns Investment outflows from investment manager portfolio Termination of mandate with investment manager 	 Inability to meet overall strategic objectives Reduced funding level Increased employer contribution levels Required appointment of alternative investment manager Transaction costs associated with change 	pootplayi Tualadul Inherent Impact	 Performance monitored on an ongoing quarterly basis. Diversified range of asset classes. Advice provided by Investment Consultant. 	Impact	Impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
10.Equity Risk	Market sector falls substantially as a result of global economic factors	Financial loss to the fund	Inability to meet overall strategic objectives Reduced funding level Increased employer contribution levels	Inherent impact	 Performance monitored on an ongoing quarterly basis. Investment strategy with diversified range of asset classes and long-term investment objectives. Advice provided by Investment Consultant. Fund officers remain in close communications with investment managers 10% volatility reserve 	Impact	Impact No Change
11.Failure to comply with changes to LGPS regulations and other new regulations / legislation Specifically: GMP McCloud Pensions Dashboard	 Significant changes to scheme & regulations which staff are unfamiliar with Failure in readiness for changes Lack of technical expertise / training Inadequate procedures / process Lack of resources 	 Incorrect calculations Delays in processing Statutory breaches Reputational risk 	 Financial implications for members. Loss of stakeholder confidence. Financial cost to the fund if interest has to be paid to members. Regulatory action 	Inherent Impact	 Verification process in place within Pensions section Staff training Audited key processes reviewed prior to significant changes Recruitment exercises as required Robust system maintenance & upgrade 	Impact	Impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
	 Error in interpreting requirements IT systems not updated to reflect changed requirements 				Specialist advice used as required to ensure correct interpretation Performance monitoring Project management for implementation of key changes / exercises		
12.Failure to comply with governance best practice Specifically: TPR New Draft Code of Practice TPR Good Governance project outcomes	 Failure to implement requirements Inadequate processes / procedures Inadequate training as to changed requirements 	 Breach of statutory requirements Sub-standard service to members and employers Reputational risk for the Fund 	 Regulatory action Loss of stakeholder confidence 	Inherent Impact	 Staff training Audited key processes reviewed prior to significant changes Specialist review and advice 	Impact	Podlad Impact No Change
13.Failure to provide quality service to members	 Inadequate administration & communication policies Lack of resources Lack of staff skills / knowledge Lack of training 	 Reputational risk for the Fund Processing delays & errors Late payments Sub-optimal decision making Reputational risk for the Fund 	 Financial implications to members Loss of stakeholder confidence 	Inherent Impact	 Key policies reviewed and updated annually or sooner if required Recruitment exercises as required in keeping with statutory requirements 	Impact	Impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
14.Failure to hold personal data securely	 Ineffective processes & procedures Poor communication documentation Unanticipated workloads Insufficient system abilities re security of data Sub-standard 	 Data lost or compromised Incorrect member records 	 Financial impact to members Loss of stakeholder confidence. 	1 Likelhood	 Ongoing staff training and support Key processes audited and reviewed annually Communication / documentation reviewed regularly and updated Weekly work allocation to prioritise and avoid bottlenecks Data security system settings & controls Data retention policy 	Poo	pool
	retention processes & procedures Inadequate data retention policy, backup and recovery procedures Change of retention requirements	 Processing delays & errors Retiring staff will be paid late Reputational risk for the Fund Breach of statutory requirements 	 Financial cost to the fund if interest has to be paid to members. Regulatory action 	Inherent Impact	& processes / back up & recovery procedures	Impact	No Change
15.Cybercrime	 Inadequate system abilities re security of data Inadequate controls and security protocol 	 Data lost or compromised Incorrect member records Processing delays & errors 	 Financial impact to members Loss of stakeholder confidence. Financial cost to the fund if interest has 	Inherent Impact	 Data security system settings & controls Data back-up & recovery procedures 	Impact	Impact

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
		 Retiring staff will be paid late Reputational risk for the Fund Breach of statutory requirements 	to be paid to members. Regulatory action				No Change
16.Failure to keep pension records up-to-date and accurate	 Non-availability of pension / payroll systems Resource unavailable New staff undertaking duties Increased workload Failure to gain relevant information from employers to enable processing 	 Processing delays Processing errors Retiring members will be paid late Reputational risk for the Fund Breach of statutory requirements 	 Financial implications for members Loss of stakeholder confidence Financial cost to the fund if interest has to be paid to members Regulatory action 	Inherent Impact	 System contingency / recovery prioritised Service prioritisation / allocation Staff training Scheduled communications / updates from employers 	In the library in the	Impact No Change
17.Lack of expertise on Pension Committee, Pension Board or amongst officers	 Lack of training & continuous professional development Loss of key individuals 	 Detrimental decision making Reputational risk for the Fund Breach of statutory requirements Failure to meet objectives 	 Financial loss Inability to meet overall strategic objectives Increase in employer contribution requirements Regulatory action Loss of stakeholder confidence 	Inherent Impact	 Key policies and governance arrangements independently audited and reviewed Key officer meets MIFIID professional investor requirements Training & support 	Impact	No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
					External specialist advice		
18.Over reliance on key officers	 Loss of key individuals Inability to recruit individuals with specialist skills & experience Inadequate governance arrangements Lack of specialist advisors to support 	 Detrimental decision making Reputational risk for the Fund Breach of statutory requirements Failure to meet objectives 	 Financial loss Inability to meet overall strategic objectives Increase in employer contribution requirements Regulatory action Loss of stakeholder confidence 	Inherent Impact	Key policies and governance arrangements independently audited and reviewed Knowledge & experience of staff External specialist advice Peer support from other LGPS	Impact	Impact No Change
19. Failure to communicate adequately with stakeholders	Inadequate communication policy Inadequate processes & protocols with employers and scheme members	 Scheme members not aware of their rights Employers not aware of regulations, procedures, etc. Reputational risk Breach of statutory requirements 	 Sub-optimal decision making resulting to financial detriment of members Errors in members calculations Loss of stakeholder confidence Regulatory action 	Inherent Impact	Communications policy Standard documentation & communications Website information Standard key processes & protocols Employer communications (e mails / info sessions / documentation / guidance Adequately trained staff	Impact	Impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
20. Employer Covenant Risk	Change in employer actuarial profile which has resulted in significant increase in liability Unsuitable guarantee / financial health of employer	Employers unable to financially provide for exit liability	 Inability to meet overall strategic objectives Financial impact on overall funding level Remaining employers required to accommodate the shortfall via increased contribution 	Inherent Impact	 Government or local authority guarantees, bonds or securities over assets Independent covenant review and financial assessments to identify Funding strategy to enable exit at minimal risk to remaining employers Affordable payment schedule independently assessed 	Impact	Impact No Change
21.Risks in relation to use of 3 rd party service providers	 Inadequate policy Poor due diligence and selection processes Poor contract management 	 Poor decision making Failure of supplier adhering to contractual agreement Reputational risk 	 Financial detriment to the fund Loss of stakeholder confidence 	Inherent Impact	 Procurement policy Contracts database Documented contract management protocol Use of national frameworks 	The ethood Impact	Impact No Change
22.Failure to implement ESG Policy (specifically in relation to Climate Change and incoming	Inadequate policy & practices Failing to understand incoming requirements	 Poor decision making Non-compliant actions being taken Statutory breach Reputational risk 	 Failing to meet strategic objectives Regulatory action Loss of stakeholder confidence 	Inherent Impact	 Regularly reviewed policies, processes and reporting Project plans to meet changing requirements Specialist advice as required 	Poorti e al l'impact	pooling impact No Change

Risk Title	Causes	Impact	Consequence	Inherent Risk	Controls	Residual Risk (Previous Quarter)	Residual Risk (Current)
requirements of TCFD)	 Failing to plan and implement changes required Lack of knowledge & skills 				Training		