

# Admin Risk Register report

DATE :

## Summary of Risks Ratings

Almost Certain	0	0	0	0	0
Likely	0	0	0	0	0
Possible	0	0	0	0	0
Unlikely	1	6	1	0	0
Rare	0	1	0	0	0
Unassigned 0	Insignificant	Minor	Moderate	Major	Severe

Red Risks		Total:		
Risk Register	Risk Title	Net Risk Level	Risk Owner	

New Risks		Total:		
Risk Register	Risk Title	Net Risk Level	Risk Owner	Created Date

Changing Risks		Total:		
Risk Register	Risk Title	Net Risk Level	Change	Risk Owner

Detail							
Administration Risk							
Risk Ref	Risk Identified	Potential Consequence	Portfolio	Inherent	Residual	Latest Risk Reviews	
Date Identified			Owner				
ADMIN0001	Failure to pay pensions and lump sums on time	Financial difficulty for the scheme member concerned, reputational risk to the Pension Fund, and additional cost to the employer where interest is payable as a result of late payment.	Cllr David Thomas Chris Hurst	8	4	17/01/2023	Review Summary: No current change to process. Constantly reviewed for efficiencies and improvements
01/12/2016						10/01/2022	Review Summary: No current change to process. Constantly reviewed for efficiencies and improvements
Controls and Actions				Latest Control		Reviews	Review Date
<ul style="list-style-type: none"> <li>Maintenance and update of Altair and Trent systems , sufficient staff resources and training . Quality assurance processes</li> <li>Maintenance and update of Pension Administration and Trent systems , sufficient staff resources and training. Quality assurance processes in place to check work done.</li> </ul>				Control In Place			
<ul style="list-style-type: none"> <li>Continuing Review of processes and procedures</li> <li>Ongoing review of process as part of continuous pensions administration workflow assessment</li> </ul>				Control In Place			
Risk Ref	Risk Identified	Potential Consequence	Portfolio	Inherent	Residual	Latest Risk Reviews	
Date Identified			Owner				
ADMIN0002	Inability to deliver service as a result of loss of pensions administration system, or any other system used in the provision of service (eg. pensioner payroll). Failure of any system used by the service as a result of a breach of cyber security.	Failure to provide service. Immediate injections of cash from Fund employers would be required where Fund assets cannot be liquidated quickly. For now the Fund is cashflow positive but will not remain so for much longer, therefore requiring the use of investment income to subsidise the payment of pension benefits rather than being reinvested as now.	Cllr David Thomas Chris Hurst	8	2	13/07/2023	Review Summary: Cashflow work to be completed in 2023. reassurances received from Pensions administration software provider
04/10/2016						11/07/2022	Review Summary: Ongoing
Controls and Actions				Latest Control		Reviews	Review Date
<ul style="list-style-type: none"> <li>business continuity planning and systems providers assurance</li> <li>Business Continuity Plan for the Pensions administration service. Assurances received from all systems providers in relation to their current resilience to the threat of a failure in cyber security.</li> </ul>				Control In Place			
<ul style="list-style-type: none"> <li>Business Continuity Plan under review. Periodic review by the Pension Board of provider assurances in respect of cyber security</li> </ul>				Control In Place			
Risk Ref	Risk Identified	Potential Consequence	Portfolio	Inherent	Residual	Latest Risk Reviews	
Date Identified			Owner				
ADMIN0003	Failure to hold scheme member's personal data securely.	Poor data quality; compromised data; fines	Cllr David Thomas Chris Hurst	8	4	27/09/2023	Review Summary: Data improvement plan in place and data quality testing imminent.
12/06/2017						04/05/2023	Review Summary: Data Review ongoing with Software providers (May 2022) to analyse data quality ahead of Dashboard Implementation. Annual data quality testing due later in 2023
Controls and Actions				Latest Control		Reviews	Review Date

Detail								
Administration Risk								
	<ul style="list-style-type: none"> <li>Compliance with Powys County Council Data Protection and ICT policies .</li> <li>Compliance with Powys County Council Data Protection and ICT policies .</li> </ul>			Action In Progress	09/01/2023	Review Summary: Data Quality testing Completed. Another exercise to take place in 2023.	05/12/2023	
					08/09/2020	Review Summary: Data Quality Testing carried out May/June 2020. Cleansing work ongoing.		
	<ul style="list-style-type: none"> <li>Data protection audit in conjunction with TPR data quality standards to be undertaken</li> </ul>			Control In Place				
Risk Ref Date Identified	Risk Identified	Potential Consequence	Portfolio Owner	Inherent	Residual	Latest Risk Reviews		
ADMIN0004 29/08/2017	Failure to maintain and hold up to date and accurate pension records and potential impact on scheme members and employers.	Payment of incorrect pension benefits; late payment of benefits; assessment of incorrect liability values. Resulting in loss of customer confidence and satisfaction; IDRP and Ombudsman appeals; and, incorrect assessment of employer contribution rates.	Cllr David Thomas Chris Hurst	9	6	17/01/2023	Review Summary: Data Improvement Plan maintained and regularly updated. Constant data cleansing taking place	
						11/07/2022	Review Summary: data improvement plan in place. Annual data scores recorded and monitored. Data cleansed as part of monthly and annual procedures	
Controls and Actions				Latest Control		Reviews		Review Date
	<ul style="list-style-type: none"> <li>Pensions team work with employer payrolls to ensure data quality; data validation checks undertaken &amp; training</li> <li>Pensions team work with employer payrolls to ensure data quality; data validation checks undertaken by team at each year end; validation checks carried out at each actuarial valuation (triennially) by the Fund actuary. Staff training and development.</li> </ul>			Control In Place				
	<ul style="list-style-type: none"> <li>Additional data validation and quality checks to be implemented as required by the TPR code of practice.</li> </ul>			Control In Place				
Risk Ref Date Identified	Risk Identified	Potential Consequence	Portfolio Owner	Inherent	Residual	Latest Risk Reviews		
ADMIN0005 25/01/2016	Failure to communicate effectively with stakeholders.	Scheme members unaware of their rights under the LGPS and make poor decisions in relation to pension rights. Employers unaware of the scheme regulations, the procedures and their responsibilities, resulting in poor or inappropriate decision-making and may adversely effect the flow of pensions data to the Pension Fund.	Cllr David Thomas Chris Hurst	6	4	03/07/2023	Review Summary: Communications regularly reviewed and amended to reflect changing legislation/landscape. Updated Welsh website now available.	
						11/07/2022	Review Summary: Communications regularly reviewed and amended to reflect changing legislation/landscape	
Controls and Actions				Latest Control		Reviews		Review Date
	<ul style="list-style-type: none"> <li>communications policy</li> <li>the Pensions Support Manager is tasked with responsibilities in relation to scheme and Fund communications, as part of their Job Description. In addition, the Fund has a clear communications policy as well as a regularly updated website.</li> </ul>			Control In Place				

**Detail**

**Administration Risk**

Risk Ref Date Identified	Risk Identified	Potential Consequence	Portfolio Owner	Inherent	Residual	Latest Risk Reviews	
ADMIN0006 30/01/2017	Pensioners living longer and, changing retirement patterns.	Increased employer contribution rates.	Cllr David Thomas Chris Hurst	6	4	17/01/2023	Review Summary: Considered during valuation
						10/01/2022	Review Summary: Continuing. Regular modelling by Fund Actuary
Controls and Actions				Latest Control	Reviews	Review Date	
	<ul style="list-style-type: none"> <li>The Fund actuary investigates these matters at each valuation or more frequently where appropriate. Mortality assumptions are set with some allowance for future increases in life expectancy. The Fund actuary investigates these matters at each valuation or more frequently where appropriate. If significant demographic changes were to occur between valuations, the Pension Fund will advise employers accordingly and notify them of the likely impact on their contribution rates, reviewing bond values, as required.</li> </ul> <p>The Fund produces a Funding Strategy Statement which considers long term funding.</p>			Control In Place			

Risk Ref Date Identified	Risk Identified	Potential Consequence	Portfolio Owner	Inherent	Residual	Latest Risk Reviews	
ADMIN0007 30/01/2017	Deteriorating patterns of ill health or other early retirements.	Increase in employer contribution rates and deficit recovery payments.	Cllr David Thomas Chris Hurst	6	2	17/01/2023	Review Summary: Considered by Actuary during latest valuations
						10/01/2022	Review Summary: Considered by Actuary at regular intervals
Controls and Actions				Latest Control	Reviews	Review Date	
	<ul style="list-style-type: none"> <li>Employers are required to pay the capital costs of early retirements (pension strain), upfront for all cases. Employers are required to pay the capital costs of early retirements (pension strain), upfront for all cases. Ill health retirements and costs are monitored against Fund allowances.</li> </ul> <p>Certain Employers pooled together to share experience and help manage contribution rates (as per the Funding Strategy Statement)</p>			Action In Progress	08/09/2020 21/12/2020	Review Summary: Regular monitoring ongoing	13/10/2023

Risk Ref Date Identified	Risk Identified	Potential Consequence	Portfolio Owner	Inherent	Residual	Latest Risk Reviews	
ADMIN0009 09/10/2020	Cessation of Service Contract for Pensions Administration System	Failure to meet legislative requirements and administer the LGPS. Risk of intervention by the Pensions Regulator, legal challenges, reputational risk.	Cllr David Thomas Chris Hurst	10	4	12/12/2022	Review Summary: Work ongoing
						01/11/2021	Review Summary: Acknowledged - will follow appropriate procurement process closer to the time
Controls and Actions				Latest Control	Reviews	Review Date	
	<ul style="list-style-type: none"> <li>Monitor Contract Position</li> </ul> <p>Work with the Administering Authority Commercial Services to conduct an appropriate procurement exercise at the appropriate time</p>			Control In Place			

Risk Ref Date Identified	Risk Identified	Potential Consequence	Portfolio Owner	Inherent	Residual	Latest Risk Reviews	
--------------------------------	-----------------	-----------------------	--------------------	----------	----------	---------------------	--

Administration Risk

ADMIN0010	Payments to overseas pensions.	Payments continuing to potentially deceased pensioners	Cllr David Thomas Jane Thomas	4	4	17/07/2023 04/05/2022	Review Summary: Existence Exercise planned for 2023 Review Summary: Existence Exercise planned for 2022/23 year
-----------	--------------------------------	--	----------------------------------	---	---	--------------------------	--

Controls and Actions		Latest Control	Reviews	Review Date
• Conduct Existence Check Carry out an overseas existence check		Control In Place		