

Appendix B – Firefighters’ Pension Scheme Risk Register

PRR REF	HAZARD STATEMENT	PRIMARY RISK HEADING	SECONDARY RISK DESCRIPTOR	CONTROL MEASURES IN PLACE	CURRENT RISK (after current control measures)				CONTROL MEASURES TO BE IMPLEMENTED	CONTROL MEASURE OWNER	PROJECTED IMPLEMENTATION DATE FOR ALL CONTROL MEASURES	RESIDUAL RISK (after all control measures implemented)			
					L	I	R	ML				L	I	R	ML
1	Failure to administer the scheme in line with regulations and policies	Regulatory	Administration failure	<p>Up to date knowledge through various sources such as SAB, LGA, Home Office.</p> <p>Up to date training.</p> <p>Attendance at regional and national groups.</p> <p>Access to the Regional Adviser.</p> <p>Information on the WYPF website.</p>	1	4	M	TACT				1	4	M	TACT

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2	Those charged with governance of the Scheme are unable to fulfil their responsibilities effectively.	Regulatory	Reputation	Board members receive briefings, training and informative reports.	2	2	M	OPS	Possible creation of an East Midlands Joint Pension Board.	Scheme Manager	No date available. Updated approval from each scheme would be sought, then requires Government approval.	1	2	L	OPS

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3	Policies not being in place and up to date	Regulatory		Policies to be reviewed and updated	3	3	H	TACT	A review of all policies by the Scheme Manager and HR.	Scheme Manager	On-going – is a significant task	2	2	M	OPS

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4	Failure to recognise/manage conflicts of interest at Pension Board	People		Declarations of interests at the beginning of each meeting.	1	2	L	OPS				1	2	L	OPS

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5	Potential fraudulent activity by staff and/or scheme members	People	Illegal expenditure, excessive pension benefits	<p>Clear roles and responsibilities for those administering pensions.</p> <p>Duties split between Finance, HR, Warwickshire County Council payroll and WYPF.</p> <p>National Fraud Initiative participation.</p> <p>Review of declarations of interest policy.</p> <p>Internal audit of pensions (CFA and WYPF).</p>	1	3	M	TACT				1	3	M	TACT

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6	Changes to the Firefighters' Pension Scheme and lack of expertise in the revised/new provisions.	Business process	Breach of regulation	<p>Advisors to provide relevant information and recommendations on particular areas.</p> <p>Professional Administrator engaged, has many fire clients (WYPF).</p> <p>Regional Adviser engaged.</p> <p>Senior officers and Scheme Manager linked in with LGA, NFCC.</p>	1	3	M	TACT				1	3	M	TACT

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7	Failure to provide adequate information to the Pension Board.	Regulatory	Breach of regulation	Board meetings held quarterly at which key information relating to the administration is provided. Extraordinary meetings can be arranged for urgent items.	1	2	L	OPS				1	2	L	OPS

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8	Failure to include all required information in documents issued to scheme members under disclosure regulations.	Regulatory	Breach of regulation	Officers keep up to date with disclosure regulations and distribute knowledge to teams accordingly via relevant websites, seminars and working groups. WYPF is administrator and issues most documents to individual members.	1	4	M	TACT				1	4	M	TACT

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9	Failure to communicate adequately with scheme members	People	Negative impact on staff. Breach of regulation.	<p>Website regularly updated.</p> <p>Newsletters published.</p> <p>Annual Benefit Statements produced and distributed.</p> <p>Updates on key scheme changes.</p> <p>WYPF engaged as administrator</p> <p>Regional Pensions Advisor engaged.</p>	2	3	M	TACT	Regular pension roadshows to be arranged inviting all 3 FRAs' employees	Scheme Manager	Rolling programme	1	3	M	OPS

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10	Records are not accurate or do not reflect changes in circumstances.	People	Business process	Records are supported by appropriate documentation, input and output and audit checks are undertaken. Regular reviews of data quality. Check and challenge between LFRS finance and HR, Warwickshire CC and WYPF.	1	4	M	TACT				1	4	M	TACT

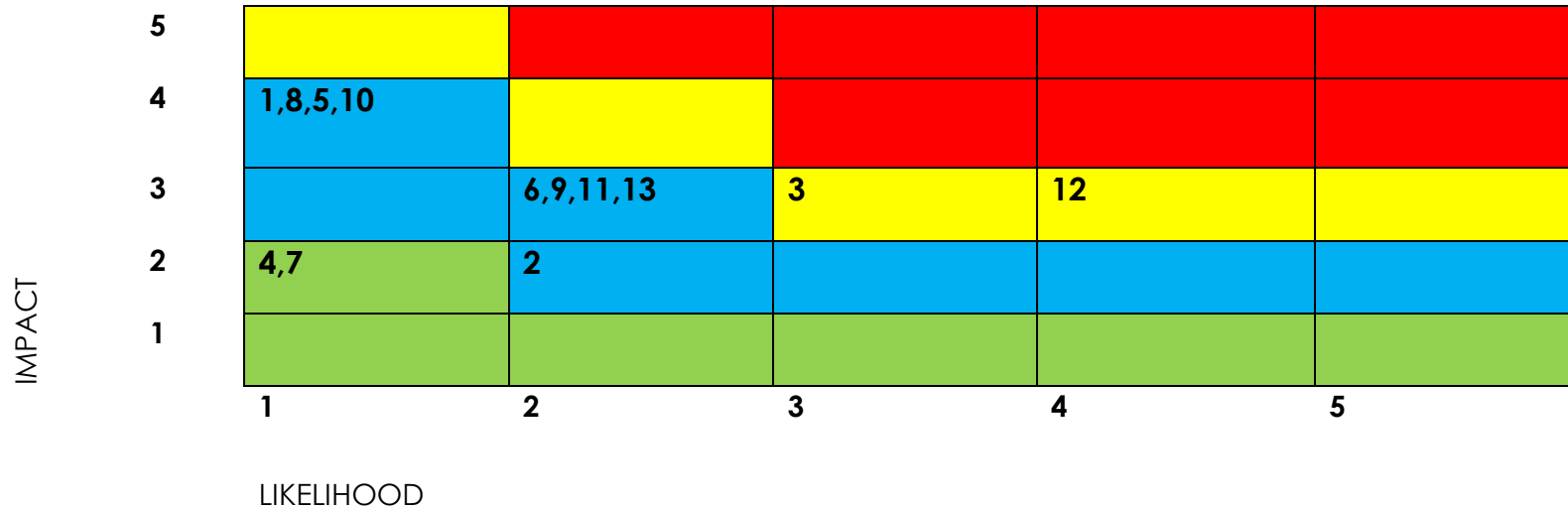
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11	Impact of the McCloud / Sargeant judgements - Age Discrimination Remedy. Impact of the 'Matthews' Retained second options exercise.	People	Breach of regulation, ET decisions and agreements. Negative impact on operational staff morale. LFRS subject to legal proceedings. LFRS incurs costs on 'early' remedy payments, such as irrecoverable tax charges. LFRS has insufficient HR and Finance staff, and systems, to collect the necessary data and process calculations.	Regional working with Notts/Derbys and Regional Pensions Adviser. Work with the LGA and NFCC. Work with WYPF. Reference court judgements, legislation, Government guidance and sector agreements. Regular reports to the CFA and LPB, including risk analysis. Some additional staff resource identified and in place.	3	3	H	STRA	On-going review of staff and systems capacity to undertake the necessary remedies, across LFRS, WYPF and Warwiclckshire CC.	CFO and Scheme Manager	On-going	2	3	M	STRA

ASSESSMENTS REMOVED OR ARCHIVED DURING THE CURRENT YEAR

CRR REF	HAZARD STATEMENT	FINAL RISK ASSESSMENT SCORE				REASON FOR REMOVAL	WHEN REMOVED
		L	I	R	ML		
	Annual Allowances impact staff retention and promotion.					Not a pension scheme governance or administration matter.	January 2023

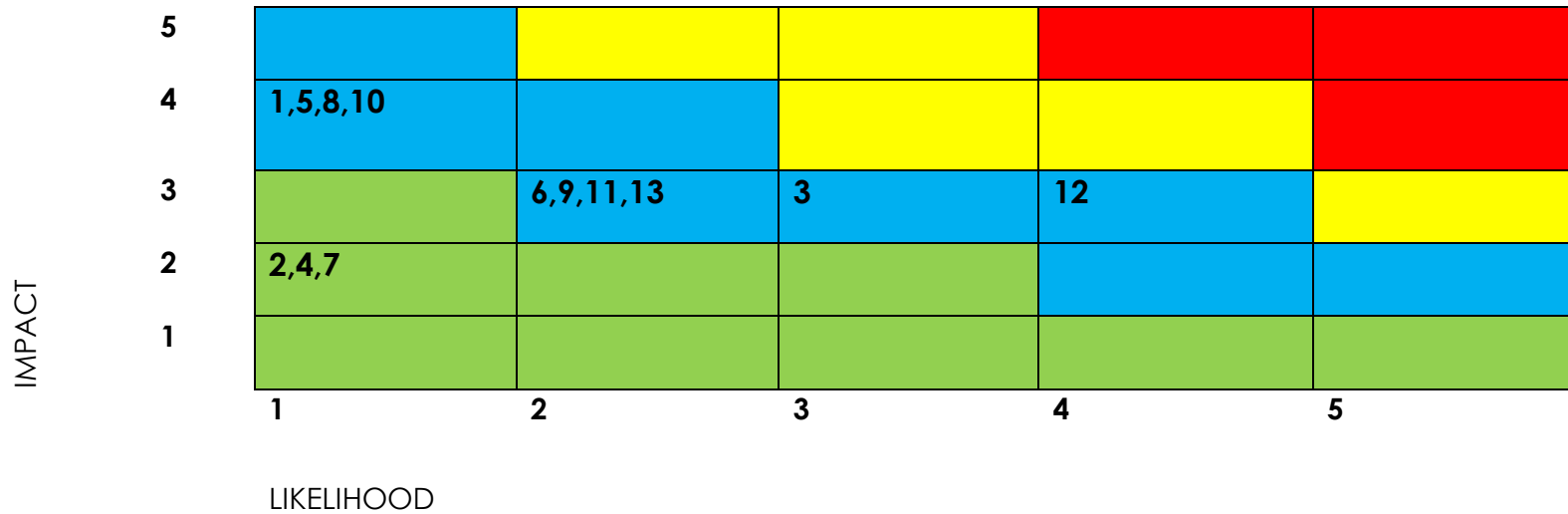
Appendix 2

Risk Assessment Matrix



VERY HIGH	High level risk with the potential to cause catastrophic damage to the reputation, finances or governance of the Service
HIGH	Mid-high level risk possibly requiring significant amendment to policy/procedure and significant financial outlay
MEDIUM	Low –mid level risk possibly requiring new policy and/or some financial outlay
LOW	Low level risk capable of being managed within normal service policy and procedure

Risk Management Matrix



CORPORATE	Those risks likely to require management oversight by the CFA and/or SMT
STRATEGIC	Those risks likely to require management oversight by SMT
TACTICAL	Those risks likely to require management oversight by the HSW&CRM Committee and sub-groups, Group Managers' Team (GMT) and/or individual Directors
OPERATIONAL	Those risks likely to require management oversight by individual Group and Station Managers and/or GMT