

Lewisham Pension Fund Risk Register 2024/25

Summary Dashboard

Risk Category	Risk Ref	Risk	Current Scoring	Target Score	Previous Score	Direction of Travel
Asset and Investment Risk	AI 01	Funding Risk	12	9	15	↘
	AI 02	Concentration Risk	6	46	6	-
	AI 03	Liquidity Risk	12	3	12	-
	AI 04	Currency Risk	6	2	6	-
	AI 05	Transition Risk	4	2	6	↘
	AI 06	Manager Underperformance Risk	9	6	9	-
	AI 07	Environmental, Social and Governance Risk	69	4	6	-
	AI 08	Investment Pooling Risk	12	3	12	-
Liability Risk	LI 01	Discount Rate Risk	6	4	6	-
	LI 02	Inflation Risk	9	4	4	↗
	LI 03	Salary Increase Risk	6	4	4	↗
	LI 04	Longevity Risk	6	4	6	-
	LI 05	Early Retirement Risk	6	4	6	-
	LI 06	Ill-Health Retirement Risk	4	4	4	Target reached
	LI 07	Regulatory Risk	12	12	12	Target reached
Employer Risk	EM 01	Financial Risk	96	4	9	-
	EM 02	Administration Risk	4	4	4	Target reached
	EM 03	Reputational Risk	4	4	4	Target reached
Resource and Skill Risk	RS 01	Inadequate Staffing	86	4	12	-
	RS 02	Inadequate Resources for Support Staff	2	1	4	↘
	RS 03	Inadequate Knowledge and Skills – Pensions Committee and Pension Board	9	4	12	-
	RS 04	Inadequate Knowledge and Skills - Officers	9	4	9	-
Administrative and Governance Risk	AG 01	Failure or Unavailability of ICT	6	4	6	-
	AG 02	Delays to Pensions Payroll	4	4	4	Target reached
	AG 03	Over-Reliance on/ Loss of Key Staff	12	2	12	-
	AG 04	Data Quality	6	3	6	-
	AG 05	Professional Advice	4	4	4	Target reached
	AG 06	Legislative and Regulatory Changes	12	6	12	-
	AG 07	Third Party Provider Risk	9	4	9	-
	AG 08	Data Protection Risk	6	6	6	Target reached
	AG 09	Fraud or Fraudulent Behaviour	63	2	6	-
	AG 10	Cyber Threats	15	10	15	-
	AG 11	Inappropriate Decision-making	9	6	9	-
	AG 12	Operational Disaster – Fire/ Flood/ Pandemic	4	4	6	Target reached
Regulatory and Compliance Risk	RC 01	Non-compliance Risk – Statement of Accounts	6	6	6	Target reached
	RC 02	Non-compliance Risk – Other	96	6	9	-

Scoring and Risk Owner Keys

Likelihood Key	Impact Key
1 – Rare	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Possible	3 – Moderate
4 – Likely	4 – Major
5 – Almost Certain	5 – Extreme

Risk Scoring	Risk response	Number of Risks
Low (1-4)	Manage by routine procedures; unlikely to need specific or significant application of resources.	89
Low/Medium (5-9)	Manage by specific monitoring or response procedures.	2420
Medium/High (10-15)	Senior management attention needed, and management responsibility specified.	7
High (16-25)	Immediate action and response required.	0

Risk Owner Key
Pensions Investment Committee - PIC
Pensions Board – PB
Executive Director of Corporate Resources - EDR
Director of Finance – DF
Interim Head of Payroll and Pensions - HPP
Pensions Manager – PM
Principal Accountant – PA

Identification of Risk			Current Scoring			Risk Mitigation		Target Scoring			Review		
Ref	Risk Overview	Risk Drivers	Likelihood	Impact	Risk rating	Existing Controls	Additional Requirements/ Controls	Likelihood	Impact	Risk rating	Previous Score	Direction of Travel	Risk Owner
Asset and Investment Risk													
A101	Funding risk – the risk that the Fund's assets fail to deliver returns as anticipated and/or fail to grow in line with the developing cost of liabilities over the medium-long term.	<ul style="list-style-type: none"> Unexpected inflation or pay growth may increase pension and benefit payments to a greater extent/at greater speed than asset returns. Unanticipated market movements may negatively impact asset growth compared to forecasts. 	3	4	12	<ol style="list-style-type: none"> Actuarial valuations take into account: <ul style="list-style-type: none"> Future investment performance/ discount rates, which are estimated on a relatively prudent basis to reduce risk of under-performance. Progress of all employers in the Fund, which is monitored at least annually. A Funding Strategy Statement is prepared at least every three years as part of the triennial valuation. 	<ul style="list-style-type: none"> Consider engagement of independent adviser to challenge/ confirm Investment Strategy decisions. 2022 Valuation results show improved funding level from 2019 (90% to 97%) which improved from the 2016 funding level 	3	3	9	1512	↓	EDR DF PIC

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		<ul style="list-style-type: none"> The Fund's Investment Strategy Statement and/or Funding Strategy may contain flawed assumptions. 				<ol style="list-style-type: none"> An Investment Strategy Statement is prepared and considered an integral part of the Funding Strategy, with asset modelling used to determine the best benchmark allocation of assets to meet the Funding objectives. It is reviewed at least every three years. Asset allocation includes acceptable ranges of deviation to allow for market movements and rebalancing arrangements for when those limits are breached. Ongoing performance monitoring; monthly reporting from the Fund's custodians, quarterly reporting from the Fund's advisors, annual reporting from the Fund's benchmarking provider. 							
AI 02	Concentration Risk	<ul style="list-style-type: none"> Concentration of assets in a single asset class, geography or manager where underperformance relative to expectations would result in difficulties meeting funding objectives. 	2	3	6	<ol style="list-style-type: none"> Assets are invested on the basis of professional, specialist advice, in a diversified manner across asset classes, geographies, managers etc. The Fund invests in a range of investment mandates each of which has a defined objective, performance benchmark and manager processes which, taken in aggregate, help reduce the Fund's asset concentration risk. 		2	2	4	6	-	ED R DF PIC

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AI 03	Liquidity Risk – the risk that the Fund is unable to meet its immediate liabilities due to insufficient liquid assets.	<ul style="list-style-type: none"> Maturing fund – when the cost of pension payments exceeds contributions income, there will be pressure on the Fund to maintain liquidity and generate enough cash to meet day to day cash requirements. 	3	4	12	<ol style="list-style-type: none"> Liquidity management is featured as part of the strategic asset allocation, with an appropriate allocation to income assets. Officers have undertaken a <u>regular</u> cashflow analysis with the fund's investment advisors in Q2 of 2023 and are <u>have</u> putting in place measures to increase cash distributions. The class of share held in the LCIV PEPPA fund has been changed to a distribution class to help with cash liquidity. 	<ul style="list-style-type: none"> Cash flow projections to be kept under quarterly review and discussion with LCIV re cash distributions. 	1	3	3	12	-	DF PA
AI 04	Currency Risk – where a variation in the prices of assets relative to liabilities is caused by movement in currency rates.	<ul style="list-style-type: none"> Over exposure to volatile currencies. The appreciation of sterling relative to other currencies, given the proportion of Fund's assets denominated in currencies other than sterling (approx. 10%). 	3	2	6	<ol style="list-style-type: none"> The Fund invests in a range of overseas markets which provides a diversified approach to currency markets. The recent funding of low carbon equities mandates has meant a larger proportion of the Fund is now held in US\$. 		1	2	2	6	-	PIC
AI 05	Transition Risk – the risk of incurring unexpected costs relating to the movement of assets among managers.	<ul style="list-style-type: none"> Market movements e.g. <u>the impact of Coronavirus on equity valuations-wars in Ukraine, Israel or other parts of the world</u> Transition to a pooling vehicle may incur unknown costs. 	2	2	4	<ol style="list-style-type: none"> The Fund's investment advisers provide advice on the inherent risks, timing and nature of transitions in line with the decisions of PIC, taken in the wider context of the Investment Strategy. The transfer of all equities to low carbon mandates has completed with transition costs managed down with 		1	2	2	6	↘	PIC DF PA

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		<ul style="list-style-type: none"> Net Zero Action Plan may drive new allocations or dis-investments which could increase the transition risk 				support from appointed Transition Managers Northern Trust.							
AI 06	Manager Underperformance Risk – the failure of fund managers to achieve expected investment returns.	<ul style="list-style-type: none"> Markets perform against expectations, prevailing market conditions change contrary to a manager’s style of management or fund structure, leading to periods of outperformance and underperformance. Due diligence and manager selection process not thorough enough. Departure of key personnel/high turnover of investment team. 	3	3	9	<ol style="list-style-type: none"> Passive management of approx. 70% of the Fund – reduces risk of underperformance, where managers generally deliver returns in line with benchmark expectations. The Fund has appointed several managers across diversified assets to reduce the risk of any one manager underperforming. Ongoing performance monitoring; monthly reporting from the Fund’s custodian, quarterly reporting to PIC from the Fund’s advisors, annual reporting from the Fund’s benchmarking provider. Managers regularly present to, and update, PIC; officers regularly meet and engage with managers. Manager selection exercises are undertaken with assistance from Fund’s advisers. 	<ul style="list-style-type: none"> Review of benchmarks used by custodian to ensure performance is being correctly recorded in performance reporting. Review and monitor - LCIV benchmarking to see if the LCIV funds are performing to the benchmark 	2	3	6	9	-	PIC DF PA

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AI 07	Environmental, Social and Governance (ESG) Risks – the risk that ESG related factors reduce the Fund’s ability to generate long-term returns.	<ul style="list-style-type: none"> Not investing in funds that manage social concerns appropriately, e.g. protection of consumers, labour rights, diversity and inclusion policies, human rights, health and safety etc. Funds which exhibit poor social practices are susceptible to litigation, and potentially poorer levels of financial performance. Investing in funds that suffer from corporate governance failures, e.g. use of child labour in overseas production, poor safety records resulting in death or injury, mis-selling scandals, rogue trading. Fossil fuel linked investments suffer losses due to stranded assets and reputational damage. Not managing exposure to environmental risk (including climate change risk) can leave the Fund susceptible to challenge from legal and pressure groups. 	13	3	39	<ol style="list-style-type: none"> The Fund’s overall ESG policy is included in its Investment Strategy Statement. The Fund has established a set of 5 Climate Objectives (CO) to drive future investment. PIC has established a Statement of Investment Beliefs (SIB) which sets out the overriding principles by which the Committee make investment decisions; this includes beliefs on governance, responsible investment, and climate change. The majority of the Fund’s managers have signed up to the UK Stewardship Code. The Fund is a member of the Local Authority Pension Fund Forum (LAPFF) which engages and acts on behalf of members by promoting high standards of corporate governance and responsibility. The Fund’s advisers explicitly model potential government corporate policies on climate change when reviewing its Funding and Investment Strategies. The Fund takes advice from actuarial and investment 	<ul style="list-style-type: none"> Improve engagement with managers to identify the extent to which ESG factors are considered within the investment process, and establish degree of comfort that these risks are being appropriately managed on the Fund’s behalf. The introduction of TCFD equivalent reporting will increase the Fund’s ability to assess the ESG performance of fund managers. <u>In considering any new mandates the committee will ensure that it meets its fiduciary duties first.</u> 	2	2	4	6	-	PIC DF PA

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		<ul style="list-style-type: none"> To achieve net zero we may be looking at new low carbon mandate while not achieving returns the best long term returns for the fund. 				<p>advisers to improve understanding of ESG issues.</p> <p>8. The Fund's 2022-253 Investment Strategy actively sought to transition its existing passive equity holdings into a low carbon passive-like mandate, and also allocates up to 16% of the Fund to new low-carbon mandates (including renewable infrastructure.</p> <p>9. A Responsible Investment Beliefs Statement (RIBS) to be has been incorporated into the Investment Strategy Statement.</p> <p>10. The fund has moved all of its passive equity funds into three low carbon funds. It has also invested in the LCIV Renewable Infrastructure and LGIM Build to Rent funds.</p>							
AI 08	Investment Pooling Risk – the risk that the London CIV (LCIV) fails to meet the Fund's needs.	<ul style="list-style-type: none"> The transition of the Fund's assets to LCIV will see a transfer of some risks to the pool operator, changes to existing Fund risks, and the creation of new risks, including asset and investment risk, employer risk, resource and skill risk, reputational risk, and 	3	4	12	<ol style="list-style-type: none"> The Fund is a founding shareholder of the LCIV and has shareholder input at Member and officer level. Member representation at LCIV's AGM. Member and officer involvement in LCIV mandate developments via consultation and Seed Investment Groups (SIG). 	<ul style="list-style-type: none"> The increase in pooled funds via PEPPA and the LCIV Renewable Infrastructure fund has not increased the likelihood of this risk, but should the Fund continue to pool further then the impact score may require review. LCIV do not currently have any distributing 	1	3	3	12	-	ED R DF PIC PA

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		<p>regulatory and compliance risk.</p> <ul style="list-style-type: none"> Asset pooling may restrict the Fund's ability to fully implement its desired strategy. <u>Outcomes from the consultation is a drive towards increased pooling which increases our exposure to LCIV's performance.</u> 				4. Officers maintain regular contact with LCIV via client meetings, business update meetings, and 'meet the manager' sessions.	funds which given the maturity of the Fund may be an issue if the level of pooled funds increases significantly.						
Liability Risk													
LI 01	Discount Rate Risk – the risk that the set discount rate (based on a prudent view of future investment returns) does not reflect actual returns or market volatility.	<ul style="list-style-type: none"> Largely a measurement risk since liability cash flows do not change, but risk largely driven by the actual cost of benefits being higher than expected due to investment returns being lower than originally assumed. 	3	2	6	<ol style="list-style-type: none"> The Fund adopts a prudent discount rate assumption at triennial valuation as a cushion against reductions in future investment returns. The discount rate for the 2022 valuation was 3.6% versus 3.5% in 2019 which increased the likelihood of the funds' assets returning above the discount rate to 78% (75% in 2019). 	<ul style="list-style-type: none"> Regular monitoring of changes in market conditions between triennial valuations, perhaps on a quarterly or bi-annual basis, can provide early warning of changes in the outlook for future investment returns. 	2	2	4	6	-	ED R DF
LI 02	Inflation Risk – the risk of incorrect inflationary assumptions used in the Fund valuation.	<ul style="list-style-type: none"> Unexpected inflation or pay growth increases pension and benefit payments, and assets do not grow fast enough to meet the increased cost. 	5	2	9	<ol style="list-style-type: none"> The Fund adopts a prudent inflation assumption at triennial valuation as a cushion against increases in future inflation expectations. The Investment Strategy is set so as to provide exposure to assets providing inflation protected growth which will be reviewed following the Triennial valuation in 202<u>5</u>2. 	<p>Current levels of inflation <u>have fallen are such that in the short term returns may struggle to which may help the fund meet expected levels of return.</u></p> <p>Inflation is expected to <u>fall over the next 12 months.</u> stay slightly</p>	2	2	4	4	↗	ED R DF

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							above 2% over the next few years.						
LI 03	Salary Increase Risk – the risk of incorrect salary increase assumptions used in the Fund valuation.	<ul style="list-style-type: none"> When salary increases actually awarded are higher than the assumed increase in the triennial valuation. 	4	2	6	<ol style="list-style-type: none"> The Fund adopts a prudent salary increase assumption at triennial valuation as a cushion against unexpected salary increases. Employers may have some control over the award of salary increases through pay award negotiations. 	The 2022 valuation assumed salary increases of 3.7% per annum compared with 3% in 2019.	2	2	4	4	-	ED R DF
LI 04	Longevity Risk – the risk of incorrect life expectancy assumptions used in the Fund valuation.	<ul style="list-style-type: none"> Future life expectancy, and the allowance for future improvements in life expectancy, is uncertain. There is a risk that members will live longer than expected, resulting in benefits being paid for longer. Maturing fund – the proportion of active members declines relative to retired employees. 	3	2	6	<ol style="list-style-type: none"> The Fund set mortality assumptions with a prudent allowance for future increases in life expectancy, as a cushion against faster than expected improvements. Regular monitoring of longevity and other demographic factors through the triennial valuations and interim valuations; experience analyses provides early warning of any expected increase in contributions and costs. Regular updates from the fund actuary on general longevity experience within UK pension funds and national trends, e.g. from population statistics, through the Fund's Club Vita membership 		2	2	4	6	-	ED R DF
LI 05	Early Retirement Risk – the risk that members retire earlier than assumed in the Fund valuation.	<ul style="list-style-type: none"> Members retiring for financial freedom, or due to perceived unfavourable changes to working conditions. 	3	2	6	<ol style="list-style-type: none"> The Fund adopts a prudent assumption for early retirements at triennial valuation as a cushion against higher than expected retirement. 		2	2	4	6	-	ED R DF

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		<ul style="list-style-type: none"> Liabilities for members who retire earlier than assumed in the triennial valuation and receive no reduction in benefits will be higher than expected. 				<ol style="list-style-type: none"> Employers are required to make capital contributions in respect of pensions strain arising from early retirements as a result of redundancy or on efficiency grounds. Updates from the Fund actuary through the triennial valuation process or more regularly (and advises employers of the effect on their contributions). 							
LI 06	Ill-Health Retirement Risk – the risk that more members retire due to ill health than assumed in the Fund valuation.	<ul style="list-style-type: none"> Where more members are granted higher tier benefits, the Fund’s liabilities will increase and employer contributions may need to increase accordingly. 	2	2	4	<ol style="list-style-type: none"> Regular monitoring of ill-health experience through the triennial valuations and interim valuations/ experience analyses to provide early warning of changes in future costs. 		2	2	4	4	-	ED R DF
LI 07	Regulatory Risk – the extent to which legislative and regulatory changes impact the Fund.	<ul style="list-style-type: none"> Changes to the LGPS where benefits are governed by statute; for example, McCloud, Goodwin, exit payment cap etc. Changes by Government to particular employer participation in LGPS funds, leading to impacts on Funding and/or Investment Strategies. 	3	4	12	<ol style="list-style-type: none"> The Fund’s actuary provides regular updates to Members and officers and assists in adhering to new regulations. The 2022 valuation included a specific liability of £2.4m for McCloud. ; In interim periods, further updates regarding the impact of regulatory change may be required. Officers consider all consultation papers issued by the Government, in conjunction with the Fund’s advisers, and comments where appropriate. 	<ul style="list-style-type: none"> Project planning for how to approach and manage the forthcoming regulatory and legislative changes. Resource planning for managing forthcoming regulatory and legislative changes. 	3	4	1 2	201 2	↘	ED R DF HPP PM

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						4. Members and officers keep abreast of regulatory changes through attendance at LGPS conferences and training, membership of national advisory bodies, and communication with the LGPS Scheme Advisory Board (or its working groups).							
Employer Risk													
EM 01	Financial Risk – the risk that employers cannot meet their obligations to the Fund, and/or other employers become liable for their deficits.	<ul style="list-style-type: none"> Rise in unanticipated ill-health or early retirements, leading to contribution shortfall. Market conditions lead to employers deciding they can no longer afford the required level of contributions, resulting in late payments or even insolvency of employers. 	3 2	3	96	<ol style="list-style-type: none"> Officers work with the Fund's actuary to make an objective assessment of the strength of an employer's covenant (to include an analysis of financial position, forward-looking prospects and the ongoing ability to pay the necessary employer contributions. Officers work with the Fund's actuary to calculate cessation valuations when an employer is due to leave the Fund. The Pensions Team maintains a close relationship with employing bodies to identify any potential issues at an early stage, and communicates required standards. Officers monitor and reconcile contributions received against those expected. Reminders are sent to employers when they fail to meet payment deadlines, or if payment amounts differ to that expected. 	The fund is preparing <u>has approved</u> its policy and procedures for Reporting late payment of contributions to personal pension schemes. <u>The payments are monitored on a regular basis.</u> <u>The second largest employer in the fund was Lewisham Homes with the transfer of staff to the Council in October 2023 has reduced the overall risk to the fund.</u>	2	2	4	9	↘	ED R HPP PM
EM 02	Administration Risk – the risk that	<ul style="list-style-type: none"> Poor employer knowledge bank and/or 	2	2	4	<ol style="list-style-type: none"> Officers monitor and maintain records of employers in the Fund, e.g. 		2	2	4	4	-	HPP PM

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	employers maintain poor records and provide inaccurate information.	record-keeping maintained by the Council, or inadequate monitoring of records/information, which prevents the identification of employers that may pose the greatest risk.				number of participating members, promptness of contribution payments etc. 2. Employers are made aware of their responsibilities and payment procedures when admitted to the scheme/ as part of their admission agreements.								
EM 03	Reputational Risk – the risk of adverse publicity arising from interactions with, or failure of an employing authority.	<ul style="list-style-type: none"> Inaccurate information in the public domain leads to damage to reputation and loss of confidence. Complaints not handled appropriately or in time. 	2	2	4	<ol style="list-style-type: none"> Officers maintain constructive relationships with Fund employees. Processes are in place for responding to FOIs, Member/Public questions, and employer queries. 		2	2	4	4	-	HPP PM	
Resource and Skill Risk														
RS 01	Inadequate Staffing	<ul style="list-style-type: none"> High staff turnover Regular staff absence Poor recruitment 	2	3	86	<ol style="list-style-type: none"> The Council has a standard recruitment policy in place. Utilisation of additional resourcing (e.g. Hymans Robertson and/or independent advice) if needed, where staff shortfalls prevent internal specialisation. 	<ul style="list-style-type: none"> Preparing annual business plans which identify short and long term resource requirements. Improved retention policies and procedures where skills are in high demand/short supply. 	2	2	4	426	4		ED R DF
RS 02	Inadequate Resources for Support Staff	<ul style="list-style-type: none"> Out-of-date or inadequate software. A lack of basic office equipment, e.g. lack of investment into suitable 	1	2	2	<ol style="list-style-type: none"> Budgetary provisions are made for staff and resources to meet demands of the service. Regular retendering of pensions administration contracts with third party suppliers to ensure required 		1	1	1	42	4	ED R DF	

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		IT and infrastructure equipment.				standards are included in contract specifications. 3. The Council has a remote working policy, and a 'buy your own devices' policy to enable staff to purchase equipment needed to work from home. The use of virtual meetings has ensured that staff and advisors can meet regularly regardless of location.							
RS 03	Inadequate Knowledge and Skills – Pensions Committee and Pension Board.	<ul style="list-style-type: none"> Change of membership/high turnover of membership. Low attendance at meetings. New members not sufficiently inducted or signposted to learning opportunities/ requirements. Poorly designed training programmes. Changes to regulations / legislation 	3	3	9	<ol style="list-style-type: none"> Induction training is offered to new Members when joining PIC and PB. Training is provided by the Fund's investment adviser, particularly in those specific asset classes relevant to the Fund and when acquiring new mandates. Officers signpost a quarterly selection of recommended conferences, workshops and training events to PIC and Pension Board members. PIC and Pension Board members are requested to complete the Pensions Regulator's Public Service Toolkit. Training logs are maintained and reported on in the Fund Annual Report. PIC Members have committed to attending a minimum of 	<ul style="list-style-type: none"> Regular training provided of the both the PIC and PB Work plan to include updates on the recent changes to pension regulations 	2	2	4	129	↓	PIC PB DF PA

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						<p>5 hours of training each per year, to satisfy the requirements of MiFID II.</p> <p>6. Pension Board members are required to undertake learning needs analyses and identify their training requirements.</p> <p>7. Annual skills audits are conducted to ensure skills remain relevant to the roles being undertaken, identifying any learning gaps and preparing tailored training in response to these gaps.</p>							
RS 04	Inadequate Knowledge and Skills - Officers.	<ul style="list-style-type: none"> Lack of, or inadequate, staff training policies or opportunities. Knowledge is concentrated in a small number of officers, risking knowledge drain if those staff leave the authority. Increased workloads reduces time for skills development and training opportunities. 	3	3	9	<ol style="list-style-type: none"> The Fund is a member of, subscribes, and has access to several organisations that assist officers to maintain their knowledge and keep abreast of changes to the LGPS, e.g. LGA, GAD, LAPFF, LPFF, PLSA, SAB, etc. Actuarial, investment, independent advice is available where knowledge or skills fall short. Staff with professional qualifications relevant to their job roles. 	<ul style="list-style-type: none"> Succession planning for key roles to mitigate loss of knowledge from planned or unplanned departures. Improved networking with other LGPS administration teams, particularly those where senior members of the team have previously worked and relationships already exist, to improve knowledge sharing. 	2	2	4	9	-	ED R DF HPP PM PA
Administrative and Governance Risk													
AG 01	Failure or Unavailability of ICT.	<ul style="list-style-type: none"> Unscheduled system maintenance, downtime, or outages. 	2	3	6	<ol style="list-style-type: none"> Lewisham Information Security Policy – includes technical measures in place to maintain backups of files and emails. 		2	2	4	6	-	ED R

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		<ul style="list-style-type: none"> Outdated or incompatible software. Loss of data due to system failure. 				<ol style="list-style-type: none"> Corporate Business Continuity Plan in place to respond to potential loss of critical infrastructure, systems and data. Custodian and fund manager portals can be accessed from any browser/device outside of the Lewisham network. The Fund's bank account can be monitored by phone, and payments processed manually as per the authority's Business Continuity Plans for Finance (covering Treasury Management and Financial Transactions). IT maintenance is scheduled for non-working hours where possible. 							
AG 02	Delays to Pensions Payroll	<ul style="list-style-type: none"> ICT failure. Staff absence. 	1	4	4	<ol style="list-style-type: none"> Clear procedure notes in place for processing payroll. 	<ul style="list-style-type: none"> Further training in payroll/ systems to be undertaken in Oracle Cloud. 	1	4	4	4	-	ED R HPP PM
AG 03	Over-Reliance on/ Loss of Key Staff	<ul style="list-style-type: none"> Knowledge is concentrated in a small number of officers, risking knowledge drain if those staff leave the authority. Unequal distribution of workloads creating reliance on certain staff. 	4	3	12	<ol style="list-style-type: none"> Staff appraisal programme to identify opportunities for upskilling, job rotation, and fair distribution of work. Comprehensive process notes developed and in place. 	<ul style="list-style-type: none"> Succession planning helps to mitigate and manage the loss of key staff, and is currently being reviewed by the interim Head of Payroll and Pensions. 	1	2	2	12	-	ED R DF HPP
AG 04	Data Quality – the risk of complaints,	<ul style="list-style-type: none"> Employers do not understand or meet their 	2	3	6	<ol style="list-style-type: none"> Communications Strategy sets out how Fund will engage with all 	<ul style="list-style-type: none"> Administration Policy to be developed, draft 	1	3	3	6	-	HPP PM

Identification of Risk			Current Scoring			Risk Mitigation		Target Scoring			Review		
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	finer, or incorrect valuation assumptions due to poor data quality.	responsibilities, provide poor quality data, are unable to resource their pensions obligations, or have poor engagement with the Fund. <ul style="list-style-type: none"> Officers do not understand or are unaware of their responsibilities, maintain poor quality data, or do not ensure data is reviewed on a regular basis. 				stakeholders, including employers and expectations of them. 2. Reconciliations and review of the recording of pay and pensions by officers, as well as comparing the pension payments and receipts to the overall totals. 3. Segregation of duties so that reconciliations are reviewed by a second individual.	policy has been developed. <ul style="list-style-type: none"> A Data Improvement Plan is being drafted 						PA
AG 05	Professional Advice – the risk that professional advice is not sought or heeded, or proves to be insufficient.	<ul style="list-style-type: none"> Not enough time to seek the appropriate level of advice. Advice is ignored or not acted upon. 	1	4	4	1. Members and officers maintain close contact with its specialist advisers. 2. Investment advice is delivered via formal meetings involving elected Members and recorded appropriately. 3. Actuarial advice is subject to professional requirements such as peer review.	<ul style="list-style-type: none"> Retendering of actuarial (and investment advisory) services to take place in 2024/25. 	1	4	4	4	-	ED R DF PIC
AG 06	Legislative and Regulatory Changes – the risk of complaints or fines due to incorrect adoption or incorrect calculation of regulatory changes.	<ul style="list-style-type: none"> Challenging implementation of major regulatory reform. Complexity of new regulations gives rise to heightened risk of error in calculations 	3	4	12	1. Use of Altair to ensure calculations are correct (e.g. for transitional protections). 2. Officers attend and enrol in professional forums and events to keep up to date with legislative or regulatory changes. 3. Support is provided by LGA and the actuary where necessary.	Pension Administration are introducing new pension software to assist with the changes to legislation and regulations.	2	3	6	12	-	HPP PM

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AG 07	Third Party Provider Risk	<ul style="list-style-type: none"> Third party IT systems failing, or not adapting to meet regulatory changes. Underperformance of provider. Poorly resourced, poor contract management, incorrect contract specification. 	3	3	9	<ol style="list-style-type: none"> Third party suppliers used are reputable and fall within pension administration framework agreements. Appropriate oversight and monitoring by the Pensions Team for assurance of controls in place. Regular meetings with contractors to discuss performance and service improvements. 		2	2	4	9	-	HPP PM
AG 08	Data Protection Risk – the risk of financial penalty or reputational damage due to data mismanagement.	<ul style="list-style-type: none"> ICT failure. Fraud. Security of paper documents, especially when out of the office (e.g. handling paperwork at home due to the Coronavirus pandemic). 	2	3	6	<ol style="list-style-type: none"> Officers have completed compulsory GDPR training. Lewisham Information Security Policy – includes technical measures to help protect information including anti-virus updates, software patches, encryption, permissions management, and system backups. Secure email is available via the Council's standard email or via CJSM or Egress Switch. 		2	3	6	6	-	HPP PM
AG 09	Fraud or Fraudulent Behaviour – the risk that someone deliberately acts to deprive the Fund of its assets, or to obtain personal benefit from his or her position.	<ul style="list-style-type: none"> Opportunities to commit fraud can arise due to a temporary situation where the risk of being caught is low. Lapsed controls, or loopholes identified by those intent on fraudulent behaviour. 	2 1	3	6 3	<ol style="list-style-type: none"> Appropriate system of checks and authorisations for death and transfer cases. Separation of duties for upload, checking, approval, input and processing of payments from the Pension Fund bank account. "Confirmation of Payee" initiative used by bank to target and prevent 	<u>Consistent audits shows that the risks are being managed with no changes in the way we operate so it is unlikely to increase risks</u>	1	2	2	6	↘	ED R DF HPP PM PA

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						<p>impersonation fraud, invoice redirection and new payment fraud.</p> <p>4. Monthly reconciliation of Pension Fund bank account to identify and code all income/payments.</p> <p>5. Internal audit acts as an appraisal and advisory service and can review, identify and advise on internal controls regarding fraud prevention.</p> <p>6. Fund managers are requested to submit internal control reports which are reviewed by external audit.</p>							
AG 10	Cyber Threats – the risk of vulnerability to, and impact of, cyber-attacks that result in different types of breaches.	<ul style="list-style-type: none"> • Failure of ICT. • Accidental loss of hardware (laptop, mobile, USB device). • Accidental loss of electronic data. • Generic malware. • Untargeted attacks from 'hobbyist' hackers. • Targeted attacks from ex-employees, customers, current employees or anonymous activists. • State-sponsored attacks, cyber-criminal/terrorists. 	3	5	15	<ol style="list-style-type: none"> 1. Lewisham Information Security Policy – includes technical measures to help protect IT systems including anti-virus updates, software patches, encryption, and firewalls. 2. 'Spam email' blocking software and a dedicated mailbox for reporting spam/phishing attacks. 3. Fund bank account can only be accessed by authorised users with access to a bank smartcard, card reader, and PIN unique to the card/user. 4. Fund bank account responsibilities are segregated so that no single user, whether compromised or not, can input and approve payments; any changes to these authorisations require confirmations from two system administrators. 	<ul style="list-style-type: none"> • Create a formal Fund Security Policy, to include an assessment of the scheme's 'cyber footprint' – scheme's key functions, systems and assets, vulnerabilities and impact of breaches. • Member/officer training required on cyber threats. • Undertake testing of security measures and protocols in place for the Fund; penetration testing, testing of staff to gauge reactions to typical threats. 	2	5	10	15	-	ED R DF HPP PM PA

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						<ul style="list-style-type: none"> 5. Lewisham's ICT Acceptable Use Policy – to restrict use that may leave the Council's systems vulnerable to attack. 6. Lewisham managed devices are password protected to prevent unauthorised access. 	<ul style="list-style-type: none"> • Consider appointing an ICT Compliance Officer for reporting to the Pensions Board. 						
AG 11	Inappropriate Decision-making.	<ul style="list-style-type: none"> • High staff turnover at officer, PIC or Pension Board level. • Lack of oversight at senior officer, PIC or Pension Board level. • Undisclosed conflicts of interest. • Decision making process is too rigid. • Poor monitoring of political and public sector landscape. 	3	3	9	<ul style="list-style-type: none"> 1. Oversight (but not decision making) by the Pension Board to assist the scheme secure compliance with relevant LGPS regulations; reviews and comments on governance, administration and decision-making within the scheme. 2. Knowledge and Training Policy in place for Pension Board members. 3. Investment Committee and Pension Board members are required to disclose conflicts of interest at meetings. 4. A Conflict of Interest Policy and Register of Interests is maintained. 5. Professional advice received from the Fund's investment adviser and actuary to aid decision-making. 		2	3	6	9	-	ED R DF PIC PB
AG 12	Operational Disaster – Fire/ Flood/ Pandemic	<ul style="list-style-type: none"> • Risk that an event occurs which significantly impacts on operational delivery, e.g. flood, fire etc. • 	2	2	4	<ul style="list-style-type: none"> 1. Business Continuity Plans are in place. 2. Remote and flexible working practices and policies enable staff to work away from the office, e.g. 		2	2	4	64	↓	ED R DF

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						<p>increased use of digital platforms to communicate, multiple devices with which to work and communicate, etc.</p> <p>3. Documentation is saved on Council IT network, available from any location via a Council managed device or own devices via 2FA.</p> <p>4. Post Covid pandemic some flexibility enabling some meeting to be held virtually/hybrid.</p>							
Regulatory and Compliance Risk													
RC 01	Non-compliance Risk – Statement of Accounts	<ul style="list-style-type: none"> Material misstatement due to incorrect accounting practices, poor judgement or breaches of the law that potentially result in a qualified audit opinion. Changes to accounting requirements that are incorrectly implemented. Poor quality of data and/or recordkeeping. 	2	3	6	<ol style="list-style-type: none"> Qualified CCAB officers produce Statement of Accounts in accordance with the CIPFA Accounting Code of Practice. Accounts are reviewed by the Executive Director of Corporate Resources, also a qualified CCAB accountant. Reconciliations of key control accounts, custodian valuations, manager valuations, and the Fund's ledger. Reconciliations are reviewed and signed off by a second officer. External audit of accounts identifies audit findings which if implemented will avoid a qualified opinion. 	•	2	3	6	96	↘	ED DF
RC 02	Non-compliance Risk - Other	<ul style="list-style-type: none"> Weak business processes that give rise 	3 2	3	96	<ol style="list-style-type: none"> Officers engage in statutory consultation periods to obtain early 	.	2	3	6	9	↘	ED R

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		<p>to non-compliance through either poorly designed processes, not understanding the regulatory requirements, or not knowing the requirements exist.</p> <ul style="list-style-type: none"> Inadequate staffing or training of staff to understand their responsibilities 				<p>sight of planned changes to legislation and increase understanding of changes.</p> <ol style="list-style-type: none"> Members and officers attend relevant training events and conferences. Members and officers engage with formal and informal networks. Pension Board work plan is designed to cover all areas of applicable Fund governance and administration to help identify and avoid statutory breaches. A Breaches of the Law Policy and Breaches Log is in place. Professional advice from the Fund's investment adviser and actuary is available. Internal and external audit reviews. The Council provides legal support to review PIC papers, key fund documents, and provide general legal advice when required. Independent compliance reviews to assess the Fund's compliance to the Pension Regulator's Code of Practice and the Scheme Advisory Board Requirements. 							DF