

Firefighters' Pension Scheme - Administration Risk Register

Appendix 1D

Risk Assessment Form										
Organisation: Humberside Fire & Rescue Service										
Scheme Manager:										
Risk	Assessment of Risk			Risk Control Measures	Owner	Test	Next Review	Comment		
	Likelihood	Impact	Risk Rating							
1	Risk Area 1 - Operations									
	Operational disaster (fire, flood etc)			Business continuity plans in place for Pension Administrator	Senior Finance Officer	Annual				
				Business continuity plans in place for Scheme Manager	Senior Finance Officer	Annual				
2	Member data incomplete or inaccurate			Annual report from Pension Administrator used as basis for rectification/data cleansing plan	Senior Finance Officer	Annual				
				Returns from annual statements, Life Certificate checks, and National Fraud Initiative checks	Pension Admin	Annual				
3	Administration process failure/maladministration			Formal agreement in place with administrator, including SLAs	Senior Finance Officer	Annual				
				Authority levels clearly agreed and kept up to date	Scheme Manager	Annual				
				Review independent reports of administrator's process	Scheme Manager	Annual				
				Ongoing dialogue with administrator	Senior Finance Officer	Ongoing				
				Contract meetings between Pension Administrator and Senior Finance Officer	Senior Finance Officer	Quarterly				

Risk Matrix

The following model rates the impact and likelihood of an identified risk using a scale of 1 to 5.

The likelihood score is multiplied by the impact score (as shown in the table) to give an overall risk score.

The final score will influence the level of monitoring and/or control required in relation to each risk.

Likelihood Score	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency How often might it/does it happen	This will probably never happen/recur	Do not expect it to happen/recur but it is possible it may do so	Might happen/recur occasionally	Will probably happen/recur, but it is not a persisting issue/circumstance	Will undoubtedly happen/recur, possibly frequently

Impact Score	1	2	3	4	5
Descriptor	Negligible	Minor	Moderate	Major	Catastrophic
Risk Area 1 - Operations	Minor problem easily handled by normal day to day processes	Some operational disruption possible	Significant time/resources required	Operations severely damaged	Operational survival at risk
Risk Area 2 - Financial	Little/no financial impact	Potential for short term financial impact	Potential for medium term financial impact	Potential for long term financial impact	Potential for permanent long term financial impact
Risk Area 3 - Funding	Little/no effect on members' benefits, and unlikely to be reported to the regulator	Little/no effect on members' benefits, but likely to be reported to the regulator	Material effect on members' benefits, and likely be reported to the regulator	Material effect on members' benefits, and will be reported to the regulator	Material effect on members' benefits, and may result in legal action
Risk Area 4 - Regulatory & Compliance	Little/no impact	Misunderstanding of rules/regulations resulting in reduced performance	Breach of rules/regulations resulting in informal complaint(s)	Breach of rules/regulations resulting in formal report or complaint(s) being lodged	Breach of rules/regulations resulting in legal action

Impact Score	Likelihood Score				
	1	2	3	4	5
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

