

RISK REGISTER ACTION PLAN AS AT 28TH FEBRUARY 2011

1. Top 5 risks

Risk	Risk and Implication	Mitigating actions	Current status of actions
1	The Avon Pension Fund fails to achieve investment returns sufficient to meet its liabilities, as set out in the Actuarial Valuation. This could negatively affect the contribution rates paid by the employing bodies.	<ol style="list-style-type: none"> 1. The Fund periodically undertakes an asset liability study which determines the appropriate risk adjusted return investment strategy required to meet the liabilities. 2. Report investment performance of the Fund to the Committee (quarterly). This identifies any need to review the strategy or aspects within it between the periodic reviews. Any issues will be reviewed by the investment panel prior to being considered by the committee (ongoing). 3. Obtain from the Actuary a quarterly report detailing the estimated funding level to monitor the impact of the investment return on the funding level and provide report to Committee.(ongoing) 4. Report to Investment Panel on the Projects stemming from the Asset Liability Study (Ongoing). 5. Report any potential legislation changes that may affect the investment strategy to the Panel for discussion. 	<p>Complete</p> <p>On Target</p> <p>On Target</p> <p>On Target</p> <p>On Target</p>
2	Information Security: Virus Attack damaging data causing serious retrieval problems and Service failure issues.	<ol style="list-style-type: none"> 1. B&NES maintain solid systems of control - robust virus checkers and firewall in place (constantly monitored). 2. Removal of access to A drives by B&NES IT which would have enabled the use of floppy disks - a common source for viruses) for all but a few authorised senior staff. 	<p>On Target</p> <p>Complete</p>
3	Offices and/or systems at Riverside are not accessible. Implications: Failure would cause disruption to benefit calculations and delay benefit payments plus a build up of backlog of cases and	<ol style="list-style-type: none"> 1. Business continuity / disaster recovery policy and plans are documented. These consider the different scenarios of buildings, hardware and systems not being available. 2. Business Continuity Plans are accessible to a number of nominated officers at all times (physical hardcopy & electronic). 	<p>Complete</p> <p>Complete</p>

	documents to be scanned.	<ol style="list-style-type: none"> 3. Disseminate BCP through Team Leaders and Team Meetings 4. Provide all staff with 'Contact Listings' (Physical & Electronic) detailing all contact numbers for management hierarchy. 	<p>Complete</p> <p>Complete</p>
4	Non compliance with Data Protection Act. Implications: Fines imposed; criminal / civil prosecutions; data processing suspended; adverse publicity.	<ol style="list-style-type: none"> 1. Provide to all staff details of the Council's Data Protection Policy. Use Team meetings to disseminate source of info. 2. Nominate a Data Protection Link Officer. 3. Obtain assurance from B&NES Info Governance Team that the Council (& therefore Fund) is DP registered for the data processing carried out. 4. Obtain Confidentiality Agreement from the Fund Actuary (Mercer) and Nominated Tracing Bureau (Faraday & Comis & Tracesmart). 5. Members including pensioner members are informed regularly (via payslips & newsletters) that data is provided to third parties for the detection / prevention of fraud viz. National Fraud Initiative. (Ongoing) 6. All staff are informed that personal data to be shared with third parties is processed through the Government Gateway Secure Portal. (Ongoing) 7. All information sent to third parties is verified to ensure personal data is not released. (Ongoing) 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>On Target</p> <p>On Target</p> <p>On Target</p> <p>On Target</p>
5	The investment managers appointed by the Avon Pension Fund to manage the assets fail to achieve their benchmarks. This could cause the Fund to underperform its strategic benchmark and thus fail to achieve the investment returns required to meet its liabilities. This could negatively affect the contribution rates paid by the employing bodies.	<ol style="list-style-type: none"> 1. Report to Committee quarterly on the performance of the investment managers. This will identify whether there are ongoing performance issues with any of the managers which need to be addressed.(ongoing) 2. Introduce guidelines which can be used to trigger the review of an underperforming active manager 	<p>On Target</p> <p>On Target</p>