

WPP Risk Register


Summary

Risk	Category	Target Risk Score	Risk Score Last Quarter	Current Risk Score	Current Status	Responsible Party	Review Date	Comments
I.1	Investments & Performance	8	12	12	📄	OWG	Q4 2020	
I.2		10	10	10	👍	OWG		
I.3		10	10	10	👍	OWG		
I.4		4	8	8	📄	Oversight Advisor		
I.5		2	4	4	📄	Oversight Advisor		
I.6		8	8	8	👍	OWG		
I.7		4	8	8	📄	The Operator/ Investment Manager		
I.8		4	8	8	📄	OWG		
I.9		5	10	10	📄	Oversight Advisor		
G.1	Governance & Regulation	10	15	15	👍	OWG	Q1 2021	
G.2		6	6	6	👍	Oversight Advisor		
G.3		4	8	8	👍	HA		
G.4		4	4	4	👍	HA		
G.5		8	8	8	👍	HA		
G.6		3	6	6	👍	HA/ Oversight Advisor		
G.7		8	8	8	👍	HA	Q2 2021	
G.8		4	8	8	👍	Oversight Advisor		
G.9		10	10	10	👍	OWG		
G.10		8	12	12	📄	OWG		
G.11		8	12	12	👍	OWG & Oversight Advisor		
G.12		10	15	15	📄	OWG		
T.1	Training & Resource	3	6	6	👍	OWG	Q3 2021	
T.2		4	4	4	👍	OWG & Oversight Advisor		
T.3		4	4	4	👍	OWG		
T.4		5	10	10	📄	OWG		
C.1	Communication	4	8	8	👍	OWG	Q3 2021	
C.2		3	3	3	👍	OWG		
C.3		3	3	3	👍	Oversight Advisor		

Investment & Performance Risk

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
I.1	The WPP Sub-funds failure to achieve their targeted investment returns.	<ul style="list-style-type: none"> Underperformance of the WPP's Investment Managers. Adverse and unforeseen economic conditions and market events. Inappropriate strategic and regional asset allocations. 	A significant strain on the WPP's key stakeholders, the Constituent Authorities. This may result in a requirement for greater employer contributions or a fall in funding level.	<ul style="list-style-type: none"> Ongoing monitoring of investment performance, market developments and economic outlook reported by the Investment Manager and the Operator and discussed at OWG meetings The Operator/ the Investment Manager engagement with Investment Managers and ongoing reviews of their process Manager days hosted by the Operator/ the Investment Manager for OWG/Constituent Authorities Pension Fund Committees 	Current			👍	The probability of Investment Manager underperformance needs to be reduced, this can be achieved via the following mechanisms: <ul style="list-style-type: none"> Improved monitoring of investment performance & market developments and economic outlook Increased engagement and communication with Investment Managers 	OWG	The OWG is continuing to work with the Operator and the Investment Manager to improve the WPP's investment reporting mechanisms and the WPP's level of communication and engagement with its Investment Managers.
	Financial				Long Term	4	3				
I.2	One of the WPP's Investment Managers fails/ exits the market, leading to a financial loss to WPP assets.	<ul style="list-style-type: none"> Investment Manager's business model, internal controls and/ or the external oversight of the Investment Manager fails. 	Financial loss to assets held within the WPP.	<ul style="list-style-type: none"> The Operator/The Investment Manager facilitate: Ongoing monitoring of investment managers Questioning managers on their internal controls, external regulation, succession/retention policies Engagement with Investment Managers and the Investment Manager industry Maintaining a shortlist of suitable replacement Managers 	Current			👍	N/A	OWG	N/A
	Financial				Short Term	5	2				
I.3	Failure of appointed Custodian may lead to assets not being properly managed resulting in financial and/or information loss in relation to investment assets.	<ul style="list-style-type: none"> Inaccurate recording of asset valuations and transactions. Unsatisfactory safeguarding of assets. External and internal controls fail to prevent fraud or misappropriation. Custodian fails and exits the market, potentially leading to stranded assets. 	Financial loss to assets held within the WPP.	<ul style="list-style-type: none"> Robust procurement process overseen by The Operator Annual review of custodian prepared by The Operator and presented to OWG Analysis of Investment Manager Records vs Custodian Records Monitor custodian performance on annual basis Custodian regulated by FCA Receipt of annual controls reports from Custodian's External Auditors 	Current			👍	N/A	OWG	N/A
	Financial				Short Term	5	2				
I.4	The WPP does not receive or seek expert investment advice when required.	<ul style="list-style-type: none"> An external adviser provides inappropriate or unsatisfactory advice to WPP. WPP ignores appropriate advice provided by expert advisers. WPP fails to seek to expert advise. 	Inappropriate decisions are implemented which may harm investment performance.	<ul style="list-style-type: none"> Robust procurement processes Ongoing training for JGC and OWG members Oversight Advisor in place to oversee Investment Advise & decision-making process Engagement with other LGPS Pools and Funds to cross verify suitability of advice 	Current			👍	The WPP Oversight Advisor will develop a means of overseeing the WPP's Investment Manager and the advice that they provide to the WPP.	Oversight Advisor	The Oversight Advisor will report back to the OWG.
	Financial				Long Term	4	2				
					4	1	4				

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
1.5	The WPP fails to challenge Manager fees, value for money and mandated objectives.	<ul style="list-style-type: none"> Lack of information and transparency from Investment Managers. Inability to check and challenge Investment Managers and benchmark them relative to market competitors. 	Inability to deliver value for money to the WPP's stakeholders.	<ul style="list-style-type: none"> Ongoing monitoring of investment managers fees Question The Operator, the Investment Manager and Investment Managers on their fees Demand Transparency from Investment Managers, the Investment Manager and The Operator on fees 	Current			👍	The WPP Oversight Advisor is currently working with the OWG to develop the WPP's Investment Manager reporting, fee benchmarking is part of this development plan.	Oversight Advisor	The Oversight Advisor will report back to the OWG.
	Financial				Medium Term	2	2				
1.6	The WPP is subjected to counterparty risk	<ul style="list-style-type: none"> The WPP fails to monitor their counterparty exposure and the probability of counterparty defaults. A suitable escalation process to deal with excess counterparty exposure is not put in place. 	Financial loss to assets held within the WPP, potential legal costs, reputation risk.	<ul style="list-style-type: none"> Ongoing monitoring of counterparty exposure Question The Operator, The Investment Manager, Investment Managers and Custodian on the WPP's level of counterparty exposure 	Current			👍		OWG	N/A
	Financial				Short Term	4	2				
1.7	The WPP puts in place sub-optimal sub-funds.	<ul style="list-style-type: none"> Insufficient time and resources are allocated to the design and development of sub-funds. Constituent Authorities do not effectively articulate their requirements and/ or the WPP fails to account for Constituent Authority requirements. Value for money and/ or cost savings are not given adequate consideration. Sub-funds with insufficient scale to achieve cost saving are launched. Manager fee negotiations are ineffective 	The WPP provides sub-funds that do not deliver value for money/ cost saving and or the investment requirements of the Constituent Authorities	<ul style="list-style-type: none"> Numerous advisors used in the formulation of sub-funds Oversight advisor in place to oversee investment strategy and sub-fund design Numerous checks and balances on the decision-making process and approval of invest strategy and sub-funds Cost benefit analysis is carried out prior to each sub-fund launch Use of the Investment Manager's scale and the WPP's scale to negotiate the best Manager fees possible Frequent consultation with Constituent Authorities on their requirements Asset held outside of sub-fund if their inclusion in the sub-fund is cost inefficient 	Current			👍	The Operator and Investment Manager will formulate a mechanism for evaluating whether existing sub-funds remain optimal and aligned to Constituent Authority requirements, this will be done on at least an annual basis.	The Operator/ Investment Manager	First Bi-Annual review process due in Q4 2020.
	Financial				Long Term	4	2				
1.8	The WPP fails to adequately account for climate change, climate risk and ESG factors.	<ul style="list-style-type: none"> Lack of knowledge on the impacts of Climate Change, Risk and ESG Factors. Lack of knowledge on how the impacts of Climate Change, Risk and ESG Factors can be managed. Poor attendance at training events. 	Financial loss to assets held within the WPP and potential for stranded assets.	<ul style="list-style-type: none"> Development of suitable Climate Change, Climate Risk and ESG reporting metrics Appointment of a proxy voting and engagement provider, who engages with managers and companies on how they manage Climate Change, Climate Risk and ESG factors Publication of a Responsible Investment policy and Climate Risk Policy Constant engagement and challenging of Managers on how they account for Climate Risk/ Change and ESG factors Development of Sub-funds that will allow Constituent Authorities to manage their Climate risk exposure Annual Climate Change, Climate Risk or ESG related training event on the WPP Training Plan 	Current			👍	The WPP is working with the Operator, Investment Manager, Underlying Managers and Oversight Advisor to enhance the WPP's reporting on Responsible Investment and Climate Risk. Consideration is also been given to whether additional third-party suppliers are required.	OWG	A progress update will be provided in conjunction with the annual review of the WPP's Responsible Investment Policy.
	Financial				Long Term	4	2				



Risk Detail				Current Situation	Scoring			Management and Mointoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
I.9	The WPP fails to facilitate investment solutions that enable the Constituent Authorities to meet their investment strategy and objectives.	<ul style="list-style-type: none"> Insufficient time and resources are allocated to engaging with and understandign Constituent Authority needs and requirements. Constituent Authorities do not effectively articulate their requirements and/ or the WPP fails to account for Constituent Authority requirements. Sub-funds are not designed to Constituent Authority requirements. Sub-funds are not flexible enough or able to change to better meet Constieutn Authority requirements 	<p>The Constituent Authorities refuse to make use of the investment solution provided by the WPP. Consequently, the WPP fails to Pool assets, which may lead to government intervention and or the collapse of the WPP.</p>	<ul style="list-style-type: none"> The development of further sub-funds is a prioritised item within the WPP's business plan. Frequent consultation with Constituent Authorities on their requirements Consultation with the Constituent Authorities on the ongoing suitability of existing sub-funds. Numerous advisors used in the formulation of sub-funds Oversight advisor in place to oversee investment strategy and sub-fund design Numerous checks and balances on the decision-making process and approval of invest strategy and sub-funds 	Current				<p>An annual consultation questionnaire will be developed and issued to Constituent Authorities. The questionnaire will seek to determine Constituent Authorities' individual investment requirements and longer-term aspirations.</p>	Oversight Advisor	Oversight Advisor to draft the questionnaire, which will be issued by the HA.
	5				2	10	Target				
	Operational/ Reputational		Long Term		5	1	5			Q4 2020	

Governance & Regulation Risk

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
G.1	WPP fails to comply with relevant regulation and LGPS guidance.	<ul style="list-style-type: none"> WPP is unaware and/ or ignores relevant regulation, guidance and recent updates. No means of monitoring regulatory compliance. Mis-interpretation of how regulation and guidance applies to WPP. Insufficient resources to meet guidance and regulatory requirements, this includes Pooling Guidance. 	Potential Fines, loss of sovereignty and a negative impact on the WPP's reputation.	<ul style="list-style-type: none"> Ensure sufficient training takes place Maintain a mechanism for monitoring recent regulations changes and progression toward meeting the new requirements Engagement with relevant regulatory bodies (such as Scheme Advisory Board, Pension Regulator and MHCLG) Appointment of an expert legal advisor 	Current			👍	The HA will include 'Regulation and Governance Updates' as a regular OWG agenda item (under the Host Authority Update). The HA will consult with either the MHCLG or other LGPS pools on a quarterly basis to ensure they are aware of ongoing legislation and regulation developments/ changes. The WPP will continue to await further Pooling guidance.	OWG	Further monitoring checks will be put in place if required.
	Operational / Reputational				HA/ OWG/ Oversight Advisor/ Legal Advisor	Medium Term	5				
					Target						
					5	2	10			Q1 2021	
G.2	The WPP becomes overly dependant on a single or limited decisions maker or decision making body.	<ul style="list-style-type: none"> A number of decision makers or a decision-making body has a knowledge gap which limits their ability to contribute/ influence the decision-making process. Resources and other commitments limit the availability and input of relevant decision makers and decision-making bodies. A number of decision makers or a decision-making body is given or gains excessive decision-making power. Unjustifiable levels of decision-making power concentration 	The WPP is inefficiently managed. Unsuitable decisions are made due to a lack of challenge / debate/ input and variety of views.	<ul style="list-style-type: none"> Ensure sufficient training takes place Appointment of an Oversight Advisor to advise on the WPP's governance structure Procurement and use of external advisors and suppliers that add inform/ provide guidance and bring a diversity of views to the decision-making process Use of a governance structure that ensure sufficient scrutiny prior to decisions being approved Adoption of a governance structure that does not allow high levels of decision-making concentration Annual review of WPP's resource requirements Bi-Annual meeting with Pension Boards held, which provide an invaluable source of knowledge and variety of views 	Current			👍	N/A	Oversight Advisor	N/A
					WPP Personnel/ Oversight Advisor		3				
					Target						
					3	2	6			Q1 2021	
G.3	The WPP fails to adhere to its pre-agreed budget.	<ul style="list-style-type: none"> Inappropriate estimation of required budget. Failure to effectively manage costs of WPP activities and external provider fees. Failure to maintain a means of monitoring expenditure and remaining budget. 	The WPP fails to meet its pre-agreed budget and/or has insufficient budget to pay suppliers and or to fund activates.	<ul style="list-style-type: none"> Monitoring of current expenditure and remaining budget Engagement with relevant suppliers to ascertain whether fees are due to change and/or in line with expectation 	Current			👍	The WPP will increase the frequency of its actual vs expected budget reviews from annually to quarterly. The WPP is also developing a mechanism for the efficient monitoring of Manager fees.	HA	The HA will provide an update to the OWG.
					HA/ JGC		4				
					Target						
					4	1	4			Q1 2021	

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
G.4	The WPP fails to maintain suitable records, documentation is not filed in a suitable manner and personnel data is not stored securely.	<ul style="list-style-type: none"> Lack of adequate procedures. Insufficient knowledge of best practice in regards to how to store personal data, documentation and records. A lack of suitable systems and IT solutions to facilitate and assist in the storing and maintenance of personal data, documentation and records. 	The WPP loses valuable data and intellectual property. The WPP's reputation is negatively impacted. The WPP is subject to financial penalties or fines.	<ul style="list-style-type: none"> Ongoing training on best practice Relevant WPP personnel are expected to complete GDPR training Adoption of a secure documents portal to hold relevant records and documentations Legal Advisor appointed to provide guidance on relevant regulation and interpretation of this regulation External audit carried out Suitable internal controls in place at the Host Authority 	Current			👍	N/A	HA	N/A
	Financial / Reputational				2	2	4				
					Target			👍	N/A	Q1 2021	N/A
		2	2	4							
G.5	The WPP fails to provide suitable and accurate accounts by the statutory deadline.	<ul style="list-style-type: none"> Lack of adequate planning for closure of accounts. Lack of resources leads to late or inadequate accounts. Lack of sufficient knowledge/ expertise. JGC approval cannot be provided due to certain circumstances. 	The WPP's reputation is negatively impacted. Potential referral to the Scheme Advisory Board and the MHCLG.	<ul style="list-style-type: none"> Ongoing training Timetabled audit process Qualified Audit opinion sought Engagement with external audit to discuss deadlines and forward planning Appropriate level of expertise in place at Host Authority 	Current			👍	N/A	HA	N/A
					4	2	8				
					Target			👍	N/A	Q1 2021	N/A
	Reputational	4	2	8							
G.6	The WPP does not manage conflicts of interests.	<ul style="list-style-type: none"> Failure of WPP Personnel to state any potential conflicts. No policy in place which outlines how conflicts of interests should be managed. Inability of WPP personnel to disassociate personnel interest from the interests of the WPP's stakeholders. 	Inappropriate decisions are made that are not in the best interest of the WPP's stakeholders. The WPP's reputation is negatively impacted. Potential referral to the Scheme Advisory Board and the MHCLG.	<ul style="list-style-type: none"> Declaration of conflict is an ongoing agenda item at the Joint Governance Committee Conflict of interest policy in development Training of how conflict of interests can be managed Engagement with relevant bodies such as the Scheme Advisory Board on best practice and relevant guidance 	Current			👍	Managing Conflict of Interest will be covered as part of the WPP's 2020/2021 training plan. Additionally, the WPP Conflict of Interest Policy will be finalised, approved and implemented by the end of the 2020/2021 financial year.	HA/ Oversight Advisor	The implementation of the WPP Conflict of Interest Policy should commence by the start of Q3 2020.
					3	2	6				
					Target			👍	N/A	Q1 2021	N/A
	Operational / Reputational	3	1	3							
G.7	The WPP is unable to operate efficiently or carry out its duties due to uncontrollable events.	<ul style="list-style-type: none"> WPP Personnel and/or key suppliers are unable to carry out work due to fire, extreme weather, epidemics. Key system, IT systems, communication methods and portals fail. 	The WPP is unable to work efficiently, required work is not completed, key decisions are unable to be made. Potential financial loss to assets held within the WPP. Alongside, potential reputational risk or referral to Scheme Advisory Board, Pension Regulator or the MHCLG	<ul style="list-style-type: none"> Host Authority has business continuity/ disaster recovery plan in place. Majority of Personnel and Advisors are able to work remotely Numerous communications mechanisms in place WPP Personnel are located across several geographical locations 	Current			👍	N/A	HA	The WPP has continued to work effectively despite COVID-19. JGC meeting can now be held virtually.
					4	2	8				
					Target			👍	N/A	Q2 2021	N/A
	Financial / Reputational	4	2	8							

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
G.8	The WPP's governance arrangements result in inefficient management and decision making.	<ul style="list-style-type: none"> Failure to account for relevant guidance in relation to good governance/ best practice. Inability to follow existing governance structure and protocols. Inefficient delegation of duties and resources. Governance structure does not allow for sufficient time/ resources and debate on key decisions and matters. 	The WPP is unable to work efficiently, required work is not completed, key decisions are unable to be made. Potential financial loss to assets held within the WPP. Alongside, potential reputational risk or referral to Scheme Advisory Board, Pension Regulator or the MHCLG.	<ul style="list-style-type: none"> Governance Structure in place and codified in the Inter Authority Agreement Use of tiered governance structure to assist in the prioritisation of key decisions Oversight Advisor in place to provide advise on governance structure Engagement with relevant bodies on good governance guidance and best practice Annual resource assessment to ensure governance structure can be adhered to Ongoing review of governance structure 	Current			👎	The Oversight Advisor will consider the suitability of the WPP's governance arrangements while formulating the WPP Governance Manual. The IAA is also due to be reviewed in 2021/2022. The Oversight Advisor will review how the diversity and volume of input and opinions from the WPP's internal stakeholders can be increased, the findings will be discussed with the OWG. The WPP will develop a 'decision, owner and deadline' matrix for inclusion in all of its meeting packs. The WPP is reviewing the possibility of Scheme member representation on the JGC.	Oversight Advisor	The Oversight Advisor will report back to the OWG.
	Operational / Reputational / Financial				OWG/ JGC/ Oversight Advisor	4	2				
			Long Term		Target					Q2 2021	
					4	1	4				
G.9	Difference of opinion/ or views within the WPP can not be reconciled.	<ul style="list-style-type: none"> Different decision-making bodies are unable to come to an agreement. Conflicting interests and priorities of Constituent Authorities. Governance structure does not provide a mechanism or forum by which opinions and differences can be reconciled. Sub-optimal number of decisions makers/ opinion 	The WPP is unable to agree on key decisions leading to delays, inefficiencies and alienation or breakup of stakeholders. Potential financial loss to assets held within the WPP and/ or reputational risk.	<ul style="list-style-type: none"> Strong mean of communication between decision makers (and Constituent Authorities) Codified set of unanimously agreed/ united objectives and beliefs Regular scheduled meetings, and ad hoc meetings if required, to facilitate the sharing and reconciliation of views Oversight Advisor in place to provide advice on governance structure Engagement with relevant bodies on good governance guidance and best practice Ongoing review of governance structure Democratic decision-making process in place Clear escalation process in place for obtain consent if mutual agreement cannot be reached 	Current			👍	N/A	OWG	N/A
					WPP Personnel/ Suppliers and Advisors	5	2				
			Medium Term		Target					Q2 2021	
					5	2	10				
G.10	WPP suppliers fail to deliver on their contractual commitments.	<ul style="list-style-type: none"> Lack of a suitable supplier monitoring framework. Insufficient competition amongst suppliers. Unsuitable/ undeliverable contractual terms agreed. Poor communication with suppliers on the WPP's requirements and expectations. 	The WPP work in progress goes uncompleted or is delayed. The requirements of the WPP's stakeholders are not met. The WPP makes inappropriate decisions which could result in financial loss, inefficiencies, reputational risk.	<ul style="list-style-type: none"> Legal Advisor in place to review contractual terms and commitments Regular service delivery meetings held Regular procurement and reappointment exercises carried out to ensure competition The WPP has formulated contracts that have natural break or exit points and minimal exit fees. 	Current			👎	The OWG will seek to formulate a shortlist of 'potential replacement suppliers' that could be appointed if required. This will reduce the impact of this risk by accelerating the timeframe for the appointment of a replacement supplier.	OWG	Where appropriate Advisors will assist the OWG in the formulation of these lists.
					Oversight Advisor/ OWG	4	3				
			Medium Term		Target					Q2 2021	
					4	2	8				

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
G.11	WPP suppliers fail to enact the WPP's decisions in a timely and effective manner.	The WPP work in progress goes uncompleted or is delayed, which could result in financial loss or inefficiencies. The requirements of the WPP's stakeholders are not met.	Oversight Advisor/ OWG	<ul style="list-style-type: none"> Regular service delivery meetings held Regular procurement and reappointment exercises carried out to ensure competition Designated Oversight Advisor in place Intensive engagement protocols with relevant suppliers 	Current				The OWG will consider this risk while undertaking its annual review of the WPP's Communication Policy. The Oversight Advisor will review how the communication of timescales and the importance of actions, projects and activities can be more effectively conveyed to relevant suppliers. The WPP will develop a 'decision, owner and deadline' matrix for inclusion in all of its meeting packs.	OWG & Oversight Advisor	The Oversight Advisor will draft a 'decision, owner and deadline' matrix for the OWG's consideration.
	Operational / Financial				Medium Term	4	3				
					Target						
					4	2	8			Q2 2021	
G.12	The WPP's Operator fails to deliver on its contractual obligations or stops providing Operator services due to existing the market or regulatory restrictions.	The WPP assets held within the Operator ACS are put at risk. A number of the WPP's contracts are broken, as these are currently mandated via the Operator. The WPP is unable to work efficiently, required work is not completed, sub-funds are unable to be managed or launched.	Oversight Advisor/HA/ OWG/ Legal Advisor	<ul style="list-style-type: none"> Designated Operator Oversight Advisor in place Intensive engagement protocols with Operator Operator Oversight Framework currently in development Engagement with the wider Operator market (and other suitable suppliers) is built into the WPP business plan The WPP has formulated contracts that have natural break or exit points and minimal exit fees 	Current				The OWG will develop an 'impact limitation procedure' which could be enacted if the Operator were to exit the market or if an immediate replacement needed to be appointed. The OWG is continuing to monitor any developments resulting from the FCA's review of the ACD Operator market. The OWG recognises the resource strain this review places on the Operator.	OWG	The Oversight Advisor will provide assistance to the OWG.
							5				
					Target						
	Financial / Operational		Short Term		5	2	10			Q2 2021	

Training & Resources Risk

Risk Detail				Current Situation	Scoring			Management and Monitoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
T.1	The WPP fails to maintain and foster appropriate expertise and knowledge amongst relevant personnel	<ul style="list-style-type: none"> Knowledge gap of new or existing personnel. Unsatisfactory Training program. Poor attendance at training events. Knowledge gaps result in ineffective action, inability to deliver on responsibilities and inappropriate decision making.	WPP Personnel	<ul style="list-style-type: none"> Ensure sufficient training takes place Maintain a mechanism for accessing training requirements Ensure that new personnel receive appropriate training at the outset of their duties Publication of WPP Annual Training Plan Outsourcing training requirements to specialists when required Outsourcing tasks to expert advisors when required level of expertise cannot be met internally 	Current			👍	The WPP will reduce the probability of this risk by putting in place an induction process for new WPP personnel. The WPP will also commit to delivering at least 4 training events each year.	OWG	The HA is considering how training events can be facilitate given the COVID-19 outbreak. A WPP induction procedure is also being formulated.
	Operational / Reputational / Financial		Medium Term		3	2	6				
T.2	The WPP makes inappropriate or untimely decisions.	<ul style="list-style-type: none"> Lack of resources. Relevant WPP personnel have overwhelming and/or conflicting priorities. Lack of engagement or attendance from relevant personnel. Decision made are not picked up internally in a timely manner. The WPP makes inappropriate decisions. Delays in decision making reduces the effectiveness of decisions and/ or leads to a negative impact or investment returns.	WPP Personnel	<ul style="list-style-type: none"> Decisions made are noted and assigned to relevant personnel Meeting attendance and absentees are noted at the commencement of each meeting Annual review of resource requirements Use of external suppliers when additional resources are required Business Plan and Work Plan in place to prioritise key decisions and activities 	Current			👍	N/A	OWG & Oversight Advisor	N/A
	Operational / Reputational / Financial		Medium Term		4	1	4				
T.3	The WPP fails to attract, appoint and retain personnel, suppliers and providers.	<ul style="list-style-type: none"> Inappropriate decisions are made due to a lack of input and opinions from relevant personnel, adviser and/ or suppliers. The WPP makes inappropriate decisions due to a lack of information/ knowledge/ advise. The WPP has insufficient resources to carry out its work and deliver on its duty to stakeholders. The WPP is unable to meet the requirements of its key stakeholders. The WPP makes inappropriate decisions which could result in financial loss, inefficiencies, reputational risk.	WPP Personnel	<ul style="list-style-type: none"> Timely identification of the WPP's requirements If a resource requirement is identified, then the relevant resourcing/ procurement exercises are carried out Use of the National Framework Regular market engagement to ensure that WPP remains a competitive and attractive employer/ client 	Current			👍	N/A	OWG	N/A
	Operational / Reputational / Financial		Medium Term		4	1	4				
T.4	Key Personnel Risk at Host Authority	<ul style="list-style-type: none"> Certain people leave the HA. HA fails to put in place effective succession plans. Roles and responsibilities of the HA are too heavily concentrated amongst a limited body of individuals. HA is unable to provide support to the WPP. No Action or ineffective action is taken leading to financial loss or inefficiencies. Key knowledge and existing relationships are lost.	OWG	<ul style="list-style-type: none"> Ensure sufficient training and succession planning takes place Maintain a mechanism for accessing training requirements amongst existing HA Personnel Ensure that new personnel receive appropriate training at the outset of their duties 	Current			👎	OWG to consider what action would be taken if key personnel at the HA left and consider what additional control could be put in place to reduce the probability to key personnel risk and its impact on business continuity.	OWG	This risk will be raised at the next OWG so that additional controls can be put in place ahead of the next review of this risk in Q3 2021.
	Operational		Short Term		5	2	10				
					Target						
					5	1	5				

Communication Risk

Risk Detail				Current Situation	Scoring			Management and Mointoring			
Risk & Nature of Risk	Cause of Risk	Implications of Risk	Risk Owner & Impact Period	Current Risk Controls	Severity	Probability	Score	Current Status	Action Required	Responsible Party & Review Date	Progress Report/ Comments
C.1	The WPP fails to effectively communicate and engage with internal stakeholders.	<ul style="list-style-type: none"> The WPP internal communication startegies are ineffective or not adhered to. Inappropriate decisions are made due to a lack of input and opinions from key stakeholders (e.g. views and requirements of Constituent Authorities). The WPP makes inappropriate decisions which could result in financial loss, inefficiencies, reputational risk, alienation and a loss of engagement from key stakeholders.	WPP Personnel	<ul style="list-style-type: none"> Formulation of a WPP communication policy that covers internal communication Use of a documents portal for internal uses Use of multiple communication channels Regular engagement with internal stakeholders (e.g. meetings, bi-weekly calls and emails) 	Current			👍	The OWG will review how the diversity and volume of input and opinions from the WPP's internal stakeholders can be increased, the findings will be discussed. This includes the consideration of Scheme Member representation on the JGC.	OWG	The OWG will consider this risk alongside its annual review of the WPP's Communication Policy.
	Reputational / Operational		Medium Term		4	2	8				
C.2	The WPP fails to effectively communicate and engage with external stakeholders.	<ul style="list-style-type: none"> The WPP fails to articulate its beliefs and objectives to external parties. The WPP is not forthcoming or active in seeking engagement with relevant external parties. The WPP Communication Policy is not effective or far reaching enough. The WPP doesn't have sufficient resources to carry out the required communication and engagement activities. The WPP fails to incorporate guidance and advise for relevant external parties. External Parties perception of the WPP is unreflective and harmful. The WPP's reputation is negatively impacted.	WPP Personnel	<ul style="list-style-type: none"> Formulation of a WPP communication policy that covers external communication Development of a WPP website Use of external communication channels and press releases Regular engagement with external stakeholders (e.g. The MHCLG, SAB, Pension Regulator Conference attendance) Annual WPP update published 	Current			👍	N/A	OWG	The OWG will consider this risk alongside its annual review of the WPP's Communication Policy.
	Reputational / Operational		Medium Term		3	1	3				
C.3	Advice and relevant information is not presented in a way that aids decisions making.	<ul style="list-style-type: none"> Advice and information is not adequately targeted to the relevant audience. The format and presentation of advice and information is not well designed to the audience. The intended audience and/ or scope of advice & information is unclear. Insufficient time or resources is given to the formulation and/ or consideration of advice/ information. The WPP makes inappropriate decisions due to a lack of information and/ or advice. Inappropriate decisions result in inefficiencies/ financial risk and reputational risk	WPP Personnel/ The Operator/ Investment Manager/ Oversight Advisor/ Other Advisors and Suppliers	<ul style="list-style-type: none"> WPP personnel, in particular decision makers, are actively encouraged to provide feedback on the relevance and presentation of advice and information Advice & information is normally presented in at least two formats (verbal and written) Solely verbal updates are kept to a minimum Sufficient time and opportunity is given to the asking of clarification questions Draft advice or information is normal shared with the HA, for a sensibility check, prior to being shared or presented The WPP's governance structure allows for multiple checks and balance prior to decisions being made 	Current			👍	N/A	Oversight Advisor	The Oversight Advisor will review this risk ahead of the end of the 2020/2021 financial year.
	Operational / Reputational / Financial		Long Term		3	1	3				