PENSION ADMINISTRATION TEAM WORKPLAN TO 31 December 2015

Project	Proposed Action	Report
Employer Self Service rollout	Employer Self Service roll–out and training of all remaining employers to enable full electronic data delivery. Due completion March 2016	Ongoing
i-Connect software - to update member data on ALTAIR pension database automatically monthly	All Unitary Authorities Live On-boarding and set up of Avon Fire & UWE Market to other employers during 2015/16 once complete.	3Q15/16 3Q15/16 Commence 3Q15
Move to Electronic Delivery of generic information to members	Continue to move to electronic delivery to all members (other than those who choose to remain with paper). Campaign to increase the sign up of members to Member Self Service *(My Pension on line)* to allow electronic access to documents	Complete 3/4 Q15 Ongoing
Successfully Implement New Fire Scheme Pension Reform	To follow through Project Plan to effectively implement and communicate the New Fire Scheme. Including staff training & member presentation sessions	Ongoing Completion due 2Q15/16
Historic Status 9 Cases (Old member leaver cases with no pension entitlement. Previously untraced)	Identify cases and contact former members (tracing agent) concerning pension refund payment.	Ongoing Completion due 16/17
TPR Requirements	Data Quality Management Control – ensure processes and reporting in place to reflect TPR compliance	September 2015
Guaranteed Minimum Pension (GMP) Data Reconciliation Exercise Following cessation of Contracting out section in April 2016	Carry out full reconciliation with HMRC records to mitigate risk from holding incorrect GMP liability	Ongoing
2014/15 Year End Process	Ensure complete data receipt from employers and carry out reconciliation process. Issue member ABS prior to 01/09/2015	Due Completion August 2015
Review Workflow & Data Processing	Implement new Task Workflow Arrangements. Introducing new software - Process Automation.	Completion due 3/4Q 2015