

Issue to be addressed	Key Development Activity	Timetable
LGPS Pensions Administration	Review Administration Team staffing levels and structure	30 September 2017
	Review Processes and Procedures (I Connect) (new SCC Finance System)	31 March 2018
	Develop new working Practices (Third Party Payroll Providers)	31 March 2018
	Compliance with new Data Protection Legislation	31 March 2018
	Finalise Year end data	30 June 2017
	Issue Active and Deferred Annual Benefit Statements	31 August 2017
	Record Keeping Data Integrity Checks	30 th September 2017
	Introduce employer asset tracking model (HEAT)	31 March 2018
	Revise HMRC maximum allowance process	31 December 2017
Fire Pensions Administration	Train additional Support Staff	31 March 2018
	Explore providing administration to additional Fire Authorities	31 March 2018
	Issue Active and Deferred Annual Benefit Statements	31 March 2017
Pensions Administration System	Implement Pension Payroll Phase 3	31 March 2018
	Implement I Connect Phase 1 Staffordshire County Council	30 September 2017
	Implement I connect Phase 2 Large Employers	31 March 2018
	GAD Transactional data project	31 March 2018
Reconciliation – Contracting Out	Phase 1 Finalise Deferred and Pension members	30 September 2017
	Finalise under/overpaid pensioner members	31 March 2018
	Phase 2 Active Members commence reconciliation	31 March 2018
Governance	To ensure that the Pension Board members have the appropriate skills and knowledge and are able to demonstrate their level of understanding	31 March 2018
	To ensure that the Committee members have the appropriate skills and knowledge and are able to demonstrate their level of understanding	31 March 2018
	Conduct CIPFA skills gap analysis	30 September 2017

Issue to be addressed	Key Development Activity	Timetable
	Appoint Actuarial Adviser to the Fund	30 April 2017
Communications	Review website content and structure	31 March 2018
	Revise Employer Administration manual	31 March 2018
	Finalise and communicate administration strategy	30 June 2016
The Pensions Regulator	The Public Service Scheme Code of Practice and Public Service Regulatory Strategy – Review compliance	31 March 2018
	Comply with Record Keeping Regulations	31 March 2018
	Monitor and report employer performance	31 March 2018
Additional Voluntary Contribution Providers	Embed new processes for Scottish Widows	30 September 2017
	Implement changes to investment routes for Standard Life	30 September 2017
Pension Fund Investment	Review Strategic Asset Allocation in the context of the Investment Structure being offered by LGPS Central	30 June 2017
	Tender and appoint Performance Measurer	30 June 2017
	Continue to respond to and develop detailed pooling proposals with LGPS Central	31 March 2018
	Tender and appoint Independent Investment Advisor	31 March 2018