

Appendix 1

Action log

Knowledge and Understanding

Update Hymas/CIPFA Knowledge and Skills toolkit.

Conflicts of Interest

No action required.

Publishing Information

No action required.

Managing Risk

No action required.

Record Keeping

Undertake data quality checks and identify any missing/incorrect data.

Ensure all members have NI (no use of temp NI numbers).

Need to put reporting against event dates in place.

Create central record of all amounts written off.

Draft record retention policy.

Add member address requirements to 2015 year end process.

Ensure all new staff have undertaken data protection training.

Managing contributions

No action required.

Providing information

Clear deferred benefit backlog by 31.08.16

Review statutory notice.

Build report to access whether retirement figures/options are being sent out in time.

Draft communication plan for 2015.

Resolving Issues

Review IDR application form.

Review IDR notes/guidance in Employer guide.

Reporting Breaches of the Law

Add this to pension board and employer training plan.

Draft procedure note.