**Self-Assessment 3**

**October 2014**

Your next Self-Assessment is due on **24 October 2014**. It is important that you return this on time, so we can arrange a review of your readiness to deliver the 2015 requirements.

As with the April Self-Assessment, we have divided the Self-Assessment into two parts:

* **General Self-Assessment** - where we will ask you to rate your overall readiness and your preparedness of your project; and
* **Technical Self-Assessment** - where we will ask you about key technical issues to reassure us that you understand the requirements (as outlined in the Employer Impact Documents at EPN 382 and 385).

Once you have returned the Self-Assessment, we will discuss your returns with you. We intend to visit the larger Employers face to face throughout October and November 2014 and facilitate conference calls and group meetings, as appropriate, with the smaller Employers.

Your Self-Assessment will need to be evidence based. Please be prepared to bring supporting documentation to the meeting to inform our Self-Assessment discussion; including Project Plans and evidence of process mapping.

Your Self-Assessment also needs to be approved by your HR Director or Finance Director.

|  |  |
| --- | --- |
| Organisation(s) Self-Assessment  Covers1 |  |
| Payroll Provider |  |
| Payroll Software and Version |  |

1. *Please indicate all organisations you process payroll for, or are managing the changes for on their behalf.*

**Part 1 - General Self-Assessment**

| **Are you ready?** | **Criteria** | | | **Your rating and reason for rating. What action is being taken to reach level 2 of the criteria?** |
| --- | --- | --- | --- | --- |
| 0 | 1 | 2 |
| Have you responded to EPN 396? This was in relation to providing the programme with:  **1**. technical questions  **2**. development / testing dates  **3**. If you are changing Payroll providers around 01 April 2015? | No, we have not responded. | N/A. | Yes, we have responded to all aspects of EPN 396. |  |
| Have you raised a change request with your supplier to commission IT changes and have you received a full impact assessment? | No, we have not raised the change request yet or yes, we have raised the request but have not received the impact assessment. | Yes, we have raised the change request.  We have not received the impact assessments, but we know what date it is due. | Yes, we have received the impact assessment and have approved it, or are in the process of approving/negotiating, costs and delivery. |  |
| Have you started the development stage of your systems/interface changes? | No, we have not started development yet. | No, we have not started development, but we have confirmed a start date. | Yes, we have started development. |  |
| Have you started process mapping based on the four Employer Impact Documents? | No, we have not started.  We have not identified all of the processes yet. | Yes, we have started.  We have identified all of the processes that need to be mapped. | Yes, we have completed all process mapping. |  |
| Did you signpost members to the latest 2015 member information published on the Civil Service Pensions website?  [www.civilservicepensionscheme.org.uk/members/the-new-pension-scheme-alpha/](http://www.civilservicepensionscheme.org.uk/members/the-new-pension-scheme-alpha/) | No, we have not signposted members to this information yet. | N/A. | Yes, we have sign posted members to this information. |  |
| Have you passed EPN 395 to your IT department to make best endeavours that members will be able to access the online videos and Options Calculator? | No, we have not acted on EPN 395.  We do not have any workarounds. | Yes, we have sent it to IT, but the changes have not been implemented yet. | Yes, we have acted on the EPN and the changes have been enabled.  We have been unable to make the IT changes due to security reasons, but we have workaround solutions in place. |  |
| If you have opted to distribute the Options Packs yourself, are you ready to distribute?  We provided you with planning and preparation guidance for the Options Exercise in EPN 398. | No, we are not ready.  **You need to urgently contact the** [**2015employers@cabinet-office.gsi.gov.uk**](mailto:2015employers@cabinet-office.gsi.gov.uk) **inbox.** | Yes, we have read the EPN 398, but are not clear on all elements and have not made any arrangements.  **You should contact:** [**2015employers@cabinet-office.gsi.gov.uk**](mailto:2015employers@cabinet-office.gsi.gov.uk) **if you think you will be delayed in distributing the packs.** | Yes, we are ready.  We understand EPN 398 and know what to do.  We have a plan in place. |  |
| We will send you a list of members who will receive an Options Pack (you may have already received this).  Have you reconciled our list against your records? | No, we have not reconciled any of the list against our records. | We have started reconciling but have not finalised all of the details yet. | Yes, we have reconciled or have a plan in place and are clear on what to do. |  |
| Please summarise how you plan to validate the Options Packs: | | | | |

**Part 2 - Technical Self-Assessment**

| **Are you ready?** | | **Criteria** | | | **Your rating and reason for rating. What action is being taken to reach level 2 of the criteria?** |
| --- | --- | --- | --- | --- | --- |
| 0 | 1 | 2 |
| Have you designed your migration process?  You are responsible for moving members into the right scheme, at the right time and you need a process in place to do this. | | No, we have not established what our migration processes will be, nor do we understand the term migration. | We are working on a plan.  We understand there are three member segments.  Less than 10 years from NPA.  More than 10 but less than 13.5 years from NPA.  More than 13.5 years from NPA. | Yes, we have a plan.  We understand the age test and we understand the presence test.  We have an approach for enrolling or not enrolling members into alpha. |  |
| Please summarise or attach your planned approach to managing migration: | | | | | |
| Have you got a plan in place to collect Public Service History for joiners since 31 March 2007?  We provided you with detailed instructions, case studies and a data collection form at EPN 397. | | No, we have not established what our Public Service History approach will be, nor do we understand why we need to do this. | Yes, we understand why we need to do this, but we have not finalised the date yet.  We have read EPN 397 in more detail, but we have some outstanding questions. We have contacted [2015employers@cabinet-office.gsi.gov.uk](mailto:2015employers@cabinet-office.gsi.gov.uk). | Yes, we understand and we have a plan in place.  If so, please document your approach and planned completion date. |  |
| Please summarise or attach your approach to collecting Public Service History: | | | | | |
| Do you understand that once you have completed the Public Service History exercise, you will have to assess if any additional Options Packs need to be distributed, based on the presence conditions being met in another public service pension scheme? | | No, I do not understand this. | Yes, we understand, but we have not got a plan in place. | Yes, we understand and we have a plan in place.  **Age Test:**  More than 10, less than 13.5 years from NPA 01 April 2012.  **Presence Test:**  Present in another Public Service Pension Scheme 31 March 2012  **Or**, on a **Qualifying break**.  In another Public Service Pensions scheme between 31 March 2007 and 2012.  **And an active member**  in the PCSPS between 15 August and 30 September 2014. |  |
| Do you understand that in January 2015 we will confirm the Options Exercise decisions from those in your employment? (01 April 2015, or their TE date).  However, a member may have a TE date, from another employment, or another Public Service history employment.  Do you understand how you will establish this? | | No, we do not understand this. | No we do not understand this, but we are going to re-read the Eligibility and Enrolment Employer Impact document and create an action plan. | Yes, we understand and have a plan in place. |  |
| Please summarise how you will establish TE dates for new joiners: | | | | | |
| Do you understand that there are some changes taking place to EPA, and you will need to raise change requests with your IT partners / Payroll providers? | | No, we are not aware. | Yes, we are aware, but we do not understand what this means. | Yes, we are aware. We have informed our IT partner / Payroll provider that there are changes coming.  We understand that we should not stop development.  We have a robust change control process in place. |  |
| **Completed by:** |  | | | **Date:** |  |
| **Position:** |  | | | **Contact details:** |  |
| **Approved by:** |  | | | **Date:** |  |
| **Position:** | **HRD or Finance Director** | | | **Contact Details:** |  |