**Self-Assessment 4**

**January 2015**

This Self-Assessment must be completed and returned by **20 January 2015**. 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 October Self-Assessment, we have divided the Self-Assessment into two parts:

* **General Self-Assessment** - where you need to rate and explain your overall readiness and the preparedness of your project; and
* **Technical Self-Assessment** - where you need to answer key technical issues to demonstrate that you understand the requirements.

We will analyse your returns to identify any gaps in your knowledge or issues with your delivery plans. This will inform our approach to engagement leading up to implementation on the 01 April 2015.

You will need to provide evidence to support your Self-Assessment, as directed in the template below...

Your Self-Assessment needs to be approved by your HR Director or Finance Director. **DO NOT AMEND THE SIGN OFF SECTION AT THE END OF THE TEMPLATE PLEASE.**

|  |  |
| --- | --- |
| 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. Please explain what action is being taken to reach level 2 of the criteria** |
| --- | --- | --- | --- | --- |
| 0 | 1 | 2 |
| Do you have a project plan for the 2015 changes?  (At **EPN 381** we provided you with a sample project plan.)  *(Question applicable to all employers)* | No, we do not have a project plan for the 2015 changes. | Yes, we have a project plan. | Yes, we have a project plan and we have shown this to the Employer Engagement leads. |  |
| *If you* ***do not*** *have a project plan, please give the reasons why here:* | | | | |
| Have you completed the actions as outlined in **EPN 410?** Which asked you to:   1. **Share the revised Developers Guide with your payroll/IT partner** 2. **Provide us with your approach to IT testing by the 19th of December 2014**   *(Question may not be applicable to all employers using a manual interface)* | No, we have not shared the Developers Guide.  No, we have not responded. We do not have a testing approach. | N/A.  N/A. | Yes, we have shared the Developers Guide on dd/mm/yyyy  Yes, we have provided the 2015 programme with our IT testing approach on dd/mm/yyyy. |  |
| Have you carried out the actions in **EPN 411?** Which asked you to confirm **development/testing and implementation** dates for the three areas of IT change:   1. **Original 2015  Developers Guides issued in May 2014.** 2. **EPN 403, DATE, about changes to contribution assessments** 3. **EPN 410, December 2014, changes to the Developers Guide**   *(Question may not be applicable to all employers using a manual interface)* | No, we have not responded  Yes, we have responded but do not have all of the dates. | N/A | Yes, we have responded in full on dd/mm/yyyy. |  |
| *Where you do not have dates, please explain why below:* | | | | |
| Have you received an impact assessment from your payroll provider/ IT partners, in terms of what the solution will be, costs and timelines? | No, we have not received an impact assessment yet. | Yes, we have received the impact assessment, but have not approved it / agreed the relevant commercial arrangements. | Yes, we have received the impact assessment and have approved it / all commercial arrangements are in place. |  |
| Have you started the development stage of your systems/interface changes?  *(Question may not be applicable to all employers using a manual interface)* | 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 the testing stage of your systems/interface changes?  *(Question may not be applicable to all employers using a manual interface)* | No, we have not started testing yet. | No, we have not started testing yet, but we have confirmed a start date. | Yes, we have started testing. |  |
| Have you started process mapping based on the four Employer Impact Documents?  *(Question applicable to all employers)* | 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. |  |
| *Please indicate in detail – what processes you are changing/creating:*  *I.e. Public Service History, migration, joiner/leaver processes, recruitment processes, transfers, Added Pension/Added Years, EPA.* | | | | |
| Did you signpost members to the latest 2015 member information published on the Civil Service Pensions website in November? [www.civilservicepensionscheme.org.uk/members/the-new-pension-scheme-alpha/](http://www.civilservicepensionscheme.org.uk/members/the-new-pension-scheme-alpha/)  *(Question applicable to all employers)* | No, we have not signposted members to this information yet. | N/A. | Yes, we have signposted members to this information. |  |
| *Please provide any specific feedback you may have on the member communications:* | | | | |

**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.  We recently provided you with a paper at **EPN 411** to help you with this.  ***We will be writing out to ask you to confirm your solution in detail***  *(Question applicable to all employers)* | | 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, and exception groups.  We have an approach for enrolling or not enrolling members into alpha. |  |
| 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?  More information about this and a template was issued in **EPN 410.**  *(Question applicable to all employers)* | | 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. |  |
| Have you completed the exercise to notify us of any missing Options Packs based on Public Service History?  As per **EPN 410**, this information was required by 31 December 2014.  *(Question applicable to all employers)* | | No, we have not completed this exercise.  We do not understand. | Yes, we have started, but we have not finished yet.  We will complete this by X date. | Yes, we have completed this exercise, and used Annex B from **EPN 410** to inform 2015employers@cabinetoffice.gov.uk which packs are missing based on Public Service history. |  |
| Do you understand that in January 2015 we will confirm the Options Exercise decisions from the majority of those in your employment? (01 April 2015, or their TE date).  However, a member may have a Tapered Enrolment 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 Tapered Enrolment dates for new joiners: | | | | | |
| At **EPN 408**, to help support you we issued the revised joiner questionnaire and OGD1 transfer form.  Have you started using this? | | No, we have not started using this yet. | N/A | Yes, we have started using these and fully understand the forms, |  |
| If you have **not** started using these forms yet, please confirm why here: | | | | | |
| **Completed by:** |  | | | **Date:** |  |
| **Position:** |  | | | **Contact details:** |  |
| **Approved by:** |  | | | **Date:** |  |
| **Position:** | **HRD or Finance Director (DO NOT CHANGE SIGN OFF)** | | | **Contact Details:** |  |

**We would like to ask you some more general questions about your readiness:**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| It is important that relevant senior managers within your organisation have visibility of progress in relation to the 2015 changes: Is your HR Director / Finance Director or whoever you are aligned to, engaged in the changes you are delivering to support 2015?  If not, please explain why not.  *(Question applicable to all employers)* |  |
| How confident are you (in terms of a %) that your payroll system/interface will be ready for 01 April 2015?  If you are not confident, what mitigating actions are you carrying out?  *(Question may not be applicable to all employers using a manual interface)* |  |