

Self-Assessment – April 2014

Complete by 10th April 2014, and return to 2015employers@cabinet-office.gov.uk

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	
Do you understand the 2015 changes and what they mean to you?	<p>We have not read any of the 2015 materials that have been issued</p> <p>We have not met to discuss what the changes mean to us</p> <p>We have not passed the Developers Guide to the systems teams</p> <p>We have not attended an employer event</p>	<p>Some, but not all, of our team have read the 2015 materials; but we are not sure on the detail</p> <p>We have met to discuss the changes, but have not made any plans</p> <p>We have attended an employer event</p>	<p>Yes we understand the changes and what we need to do</p> <p>We have regular meetings set-up</p> <p>We have shared the Developers Guide with our systems team</p> <p>We have attended the employer events</p>	

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Have you established a project team and produced a project plan?	We have not established a team or a project plan	We have discussed establishing a project team and are in the process of producing a plan	We have a team We have a plan. We understand it is a living document, but we know what the key themes are to cover	
Are you clear of your responsibilities to support the delivery of the 2015 scheme changes?	I do not know what my responsibilities are	I am still not fully clear on my responsibilities. I have set aside some time to contact 2015employers@cabinet-office.gsi.gov.uk to clarify the questions I have I haven't yet briefed the rest of my team on their responsibilities	I am fully clear on all my responsibilities I have briefed my team so they are also fully aware of their responsibilities	
Do you understand / know what to do with	I do not understand it -	Yes, I have read it, but I am not sure what it means. I	Yes, we understand the document and have clarified	

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the Enhanced Data Validations document?	what am I supposed to do?	<p>have passed it to the team dealing with the data</p> <p>I have set-time aside to contact the data cleanse team at dataintegrity@mycsp.co.uk</p>	any questions we had	
Do you understand / know what to do with the payroll developer's guide?	I do not understand it – what am I supposed to do?	<p>Yes, I have read it, but I am not sure what it means. I have passed it to the systems team</p> <p>I attended the payroll workshop but did not understand</p>	<p>Yes, we understand the document and have clarified any questions we had</p> <p>We attended the payroll workshop</p>	
Are you on track to complete the data cleansing for the Tapered Enrolment group?	We have not done any data cleansing	We are doing the data cleanse, but we are having issues. We have not contacted MyCSP for help	We are on track to complete data cleanse activity by the 31 st of May	

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Have you commenced process mapping (current process / future process)?	We have not started	We have a plan of what we will map, and when we will start	Yes, we have started and know what processes we are mapping	
Do you know who to contact if you have any issues?	No	I think so	Yes, it's 2015employers@cabinet-office.gsi.gov.uk	
Have you signposted members to the new information about the new pension scheme that the 2015 Programme published in early Feb?	No / I wasn't aware of the instruction	I am aware that the new information was published in early Feb, and have a plan in place to ensure members are sign-posted to them	I have sign-posted members to the new information and ensured that members with no internet access have been provided with printed copies. I can also confirm that the messages and branding of the 2015 Programme's communications products	

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			were not altered in any way.	
Completed by:			Date:	
Position:			Contact details:	
Approved by:			Date:	
Position:			Contact Details	