**Self-Assessment – July 2014**

You need to complete and return this second Self-Assessment by the **4 July 2014**. Please email your Self-Assessment to 2015employers@cabinet-office.gsi.gov.uk

The Self-Assessment is divided into two parts:

* **General Self-Assessment** - where we will ask you questions about the overall readiness and the progress of your project; and a
* **Technical Self-Assessment** - to ensure you have understood the changes as outlined in the Employer Impact Documents at EPN 382 and 385.

We will arrange a meeting with you to discuss your Self-Assessment return. Please come prepared with evidence to support your Self-Assessment, including your Project Plan and process mapping. **Please confirm the following details:**

|  |  |
| --- | --- |
| **Organisation(s) Self-Assessment Covers[[1]](#footnote-1)** |  |
| **Payroll Provider** |  |
| **Payroll Software and Version** |  |

**GENERAL SELF ASSESSMENT**

| **Are you ready?** | **Criteria** | | | **Your rating and reason for rating. For scores of <2, what action is being taken to reach level 2 of the criteria?** |
| --- | --- | --- | --- | --- |
| 0 | 1 | 2 |
| If you are commissioning work from your provider, have you received the impact assessment from your change requests? | No, our supplier/IT partners have not returned the information and we have not submitted a change request yet | No, but we have submitted a change request, and we will receive the impact response shortly  Or, we are challenging the impact assessment with our supplier/IT partner | Yes, we have received the impact assessments and have approved them |  |
| Have you finalised all aspects of the Data Cleanse exercise for the Tapered Enrolment Group and identified who in your organisation is responsible for signing off your Data Assurance Certificate? | No, we have not completed all elements of the Data Cleanse exercise, including the OGD requests. We have not identified an appropriate Senior Manager to sign the Data Assurance Certificate. | We have finalised all aspects of the Data Cleanse exercise and are in the process of agreeing sign off for the Data Assurance Certificate | Yes, we have completed the exercise and we have agreed for a Senior Manager to sign off the Data Assurance Certificate |  |
| If managing distribution of the Options Packs, have you designated someone to receive your Options Packs and made plans for storing the Options Packs securely? | We have not decided who will take receipt of the Options Packs or where they will be stored | We have allocated someone to take receipt of the Options Packs. We have an idea where we might store them but we do not know how secure the storage is yet | We have allocated someone to take receipt of the Options Packs and we have a deputy in place. We have sent MyCSP our contact details. We know exactly where to store the documents and it is secure |  |
| If managing distribution of the Options Packs, have you established a plan for distributing Options Packs? | We do not have a plan for distributing the packs to members | We have decided how we will distribute the packs but not yet considered those members who work remotely or who are absent | We have a documented plan in place for distributing packs to all members |  |
| Have you commenced process mapping by looking at the four Employer Impact Documents? | No, we have not started | Yes, we are about 50% complete | Yes, we have completed all process mapping. |  |
| Have you commenced an internal training plan? | No, we have not started  We do not know what training is required | Yes, we have started, but we have not completed it  We have set some time aside to review the documentation and design a training plan.  We know we can talk to the Employer Engagement leads for guidance | Yes, it is complete and it has been agreed. |  |
| Are you aware that you will need to direct staff to new communications products that will be published online at the end of July? Do you have a plan in place to signpost members to them? | No, I am not aware of the new communications due to be published or future communications as set out in the timeline issued at EPN 382.  I have not got any plans to signpost members to communications | I am aware of the planned communications to be published at the end of July and intend to put a plan in place to ensure members are sign posted to them  I am aware of the communications timeline that was issued at EPN 382 | I am aware of the planned communications to be published at the end of July  I have a plan in place to signpost members to them  My plan will ensure that members with no internet access are provided with printed copies  I can confirm that the messages and branding of the 2015 Programme’s communications products will not be altered in any way |  |

**TECHNICAL SELF ASSESSMENT**

| **Are you ready?** | **Criteria** | | | | | **Your rating and reason for rating. For scores of <2, what action is being taken to reach level 2 of the criteria?** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 0 | 1 | | 2 | |
| Do you understand that you are responsible for migrating members into the 2015 scheme? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  | |
| Do you understand the eligibility criteria for joining the 2015 scheme? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics, but I do not feel comfortable with the details. | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  | |
| Do you understand the impacts of Public Service pension scheme membership history and that you must collect it back to 31st of March 2007? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics but I do not feel comfortable with the details. | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  | |
| Do you understand who the employers are in Schedule 1 of Public Service Pensions Act 2013 and how this links in with the previous question? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics but I do not feel comfortable with the details. | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  | |
| Do you understand what a Fully Protected member means and how you will enrol them into the 2015 scheme? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics, but I do not feel comfortable with the details. | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  | |
| Do you understand what an Exception Group means, and how you will enrol them into the 2015 scheme? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  | |
| Do you understand what Tapered Enrolment means in terms of migration? | No, what does this mean?  I have not read the Eligibility and Enrolment Employer Impact Document | I understand the basics, but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  | |
| Do you understand that from 1 April 2015 you should continue to deal with existing Part 1 Added Years contracts and Added Pension options in the same way as you were before the 2015 scheme was implemented? | No, what does this mean?  I have not read the Added Years/Added Pension Employer Impact Document | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  | |
| Do you understand there will be a maximum permitted amount of 2015 Added Pension a 2015 scheme member can buy? | No, what does this mean?  I have not read the Added Years/Added Pension Employer Impact Document | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  | |
| Do you understand what Effective Pension Age (EPA) is? | No, what does this mean?  I have not read the EPA Employer Impact Document | | I understand the basics, but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand where a member can find the EPA application form? | No, what does this mean?  I have not read the EPA Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand where a member can find the EPA calculator? | No, what does this mean?  I have not read the EPA Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand who is responsible for processing EPA applications and determining eligibility? | No, what does this mean?  I have not read the EPA Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand that EPA contributions are recorded differently to other contributions on the payroll interface? | No, what does this mean?  I have not read the EPA Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand that an EPA option will automatically renew at the start of the next scheme year (1 April), unless cancelled or the member leaves the 2015 scheme? | No, what does this mean?  I have not read the EPA Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand members who have a Part 1 Ill Health Retirement (IHR) application in progress at the time of enrolment in the 2015 scheme, should remain in their existing arrangements until the final IHR decision date? | No, what does this mean?  I have not read the IHR Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand that you must notify MyCSP of those members who are to be withheld from enrolment into the 2015 scheme as a result of having a part 1 IHR application in progress? | No, what does this mean?  I have not read the IHR Employer Impact Document | | I understand the basics but I do not feel comfortable with the details | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training | |  |
| Do you understand the impacts of Normal Pension Age (NPA) and State Pension Age (SPA) on the 2015 IHR processing? | No, what does this mean?  I have not read the IHR Employer Impact Document | | I understand the basics but I do not feel comfortable with the details. | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  |
| Do you understand you must contact MyCSP for provisional NPA when processing an IHR application? | No, what does this mean?  I have not read the IHR Employer Impact Document | | I understand the basics but I do not feel comfortable with the details. | | Yes, I understand this and I am now in a position to map my processes and start designing the 2015 training. | |  |

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| **Completed by:** |  | **Date:** |  | |
| **Position:** |  | **Contact details:** |  | |
| **Approved by:** |  | **Date:** | |  |
| **Position:** |  | **Contact Details:** |  | |
| **NOTES** | | | | |
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1. Please indicate all organisations you process payroll for, or are managing the changes on their behalf. [↑](#footnote-ref-1)