**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 shortlyOr, 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 startedWe do not know what training is required | Yes, we have started, but we have not completed itWe 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 themI 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 JulyI have a plan in place to signpost members to themMy plan will ensure that members with no internet access are provided with printed copiesI 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. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed by:** |  | **Date:** |  |
| **Position:** |  | **Contact details:** |  |
| **Approved by:** |  | **Date:** |  |
| **Position:** |  | **Contact Details:** |  |
| **NOTES** |
|  |

1. Please indicate all organisations you process payroll for, or are managing the changes on their behalf. [↑](#footnote-ref-1)