

**LOCAL PENSION BOARD OF GREATER MANCHESTER COMBINED AUTHORITY FIREFIGHTER'S PENSION SCHEMES**

**SELF ASSESSMENT 2019/2020**

This self-assessment is not designed to assess compliance with the law, and does not replace a comprehensive review of the Scheme against relevant Legislation and TPR's code of practice which all Schemes should undertake. It is primarily concerned with the governance and administration of the Scheme.

<b>GOVERNING YOUR SCHEME</b>			
<b>Have you clearly defined and recorded the roles and responsibilities of the Pension Board?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Have you published information about the Pension Board and kept it up-to-date</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you have policies and arrangements in place to help Pension Board Members acquire and retain the requisite knowledge and understanding?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you use the following for your Pension Board? – Individual Training needs analysis</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>

<b>Do you use the following for your Pension Board? – Training Plans</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you use the following for your Pension Board? – Training Log</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you have a Conflicts Policy and Procedure for Pension Board Members?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you have a register of interests (or equivalent)?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>

## MANAGING RISKS AND RESOLVING ISSUES

Do you have procedures in place for assessing and managing risk?			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	
Do you have a risk register?			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
Where you have outsourced services, do you ensure that providers demonstrate that they have internal controls in place?			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
Do you have a service level agreement, or equivalent, in place with your scheme administrators, whether in-house or outsourced?			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
Are your internal dispute resolution arrangements clearly communicated to members and others?			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>

<b>Do you have procedures in place to identify, assess and report breaches of the law?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>ADMINISTRATION</b>			
<b>Do you have a process in place to ensure that information is provided to TPR as required (eg through the scheme return)?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you have processes in place to monitor scheme records for all membership types on an ongoing basis and ensure they are accurate and complete?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Do you have controls in place to ensure that your employer(s) provide timely, accurate and complete data?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>When did you last carry out a data review exercise?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>
<b>Where you have identified poor quality or missing data, do you have an improvement plan to addresses?</b>			
<b>YES (GREEN)</b>	<b>IN PROGRESS / DON'T KNOW (AMBER)</b>	<b>NO (RED)</b>	<b>SUGGESTED ACTIONS</b>

Do you have processes in place for monitoring scheme contributions, resolving issues and assessing whether to report payment failures to TPR?			
YES (GREEN)	IN PROGRESS / DON'T KNOW (AMBER)	NO (RED)	SUGGESTED ACTIONS
Have you reviewed your processes for issuing annual benefit statements to ensure they are fit for purpose?			
YES (GREEN)	IN PROGRESS / DON'T KNOW (AMBER)	NO (RED)	SUGGESTED ACTIONS
Have you taken steps to ensure member communications are clear, accurate and easily accessible?			
YES (GREEN)	IN PROGRESS / DON'T KNOW (AMBER)	NO (RED)	SUGGESTED ACTIONS