Area	Action	Due Date	Progress	Status
Governance	Sign up for Dashboard on-line news alerts	ASAP & ongoing	Signed up	Complete
Governance	Keep up to date with latest information and developments	ASAP & ongoing	Online alerts, LGA updates, newletters, NEPOF, Civica forums and webinars, Prudential Forum, AON updates.	Complete/Ongoing
Governance	Discuss dashboards implementation with your relevant stakeholders and establish if they are up to date with the latest information and developments	ASAP & ongoing	Updates within LPB papers each meeting, Civica updates, Team meetings	Ongoing
Governance	Make sure pensions dashboards are a standing agenda item at Pensions Committee and Local Pensions Board meetings	ASAP & ongoing	Board regularly updated, committee updated for info but no decisions needing to be made as yet.	Ongoing
Governance	Make sure Committee and Board are up to date with the latest guidance and developments both industry wide and within the Fund	ASAP & ongoing	Board regularly updated, committee updated for info but no decisions needing to be made as yet.	Ongoing
Governance	Decide how main scheme data will be cleansed and made digitally accessble	ASAP & ongoing	Data audit module from Intellca purchased and signed off. Data cleanse solution - covers TPR scores and dashboard requirements	Complete
Governance	Agree with AVC provider how AVC value data will be cleanse, made digitally accessible and reconciled to main scheme records	ASAP & ongoing	Pensions Team working with providers to reconcile data. Meeting booked with Pru after xmas break. Discussions ongoing with Utmost life/collaboration with other Funds using Utmost.	Ongoing
Internal Controls	Incorporate dashboards data requirements into wider data management plan including approach to cleansing, digital accessibility and reconciling AVC data	ASAP	Module purchased from Intellica will start to form a plan; give score and enable us to produce an improvement plan.	Ongoing
Internal Controls	Regularly review wider data management plan to determine where we are at	Ongoing once incorporated into our plan	As above	Ongoing
Internal Controls	Set up internal controls register to implement dashboard	ASAP	Document produced/used to monitor and record progress, and to record decisions.	Ongoing
Connection	Make sure Fund and relevant stakeholders know the 'connection deadline' and 'connect by' dates	ASAP	Include in LPB reports, Civica aware as our ISP.	Ongoing
Connection	If requirements are met, decide if we wish to defer connection and apply to DWP if this is the case	09/08/2024	Connection not to be deferred	Complete
Connection	If approval to defer connection is obtained let all relevant stakeholders know the new connection deadline	ASAP after confirmation of deferral obtained	N/A	N/A

Category	Task	Date	Comment	Status
Record Keeping	If connection deadline is changed, keep a record of reasons why it was changed and the parties communicated with when making the decision to defer, and also the date approval was obtained	ASAP after confirmation of deferral obtained	N/A	N/A
Connection	Discuss changing your 'connect by' date with your ISP	31/12/2024	We arent going to change connect by date	N/A
Connection	Creare a new connection plan and inform PDP that we wish to change the 'connect by' date	01/04/2025	N/A	N/A
Connection	Obtain a new 'connect by' date from PDP and inform all relevant stakeholders	Upon recept of confirmation from PDP	N/A	N/A
Record Keeping	keep a record of why the 'connect by' date was changed the parties communicated with when arriving at the decision, and the date the decision was made	01/04/2025	N/A	N/A
Record Keeping	Keep a record of communication with PDP informing them that we have changed our 'connect by' date and a record of the new 'connect by' date	Upon recept of confirmation from PDP	N/A	N/A
Connection	Register with the MaPS governance register	by the date specified in the PDP online connection hub	Working with ISP to ensure system governance meets MaPS requirements	Complete
Budget	Decide on connection budget and obtain approval	ASAP	Budget to be finalised as part of 25/26 service p	Ongoing
Record Keeping	Keep a record of how we decided on the connection budget and the parties communicated with in making the decision	ASAP	As above	Ongoing
Budget	Decide on potential business as usual budget and provide advance notice to approving officer of this cost	ASAP	Budget to be finalised as part of 25/26 service p	Ongoing
Budget	Decide on business as usual budget and obtain approval	Six months before DAP	Budget to be finalised as part of 25/26 service p	Ongoing
Record Keeping	Keep a record of how we decided on business as usual budget and parties communicated with when making the decision	Six months before DAP	As above	Ongoing
Connection	Decide on route to connection - either directly or using an ISP	ASAP	ISP being used	Complete
Record Keeping	Keep a record of how we decided on route to connection and parties communicated with in making this decision	ASAP	No in-house resource with this capability available	Complete
Connection	Choose ISP and contractually engage them	31/10/2024	Done - Civica appointed	Complete
Record Keeping	Keep a record of how we chose ISP and the parties communicated with in making this decision	31/10/2024	Email from Civica - can be managed outside of formal process civica already hold data. Procurement agreed this was acceptable approach - contract change only.	Complete
Internal Controls	Make sure ISP is on track to connect us to dashboards by connection date and in accordance with staging timeline	From appointment and ongoing	Ongoing - Civica kept up to date	Ongoing
Policy	Decide on what personal data will be used to form matching criteria for both main scheme and AVC	31/10/2024	Data standards/PASA standards - NINO DOB Surname etc	Ongoing
Policy	Keep matching criteria policy under review	ongoing	Ongoing	Ongoing

Record Keeping	Keep a record of matching criteria for at least six years from the end of the scheme year in which the decision was made	31/10/24 and ongoing	Ongoing once established	Ongoing
Record Keeping	Keep a record of how we decide on matching critera and the parties we communicated with in making this decision	31/10/24 and ongoing	Ongoing once established	Ongoing
Governance	produce or update data protection impact assessment to take account of matching criteria policy decision	31/10/2024	Working on production of DPIA	Ongoing
Internal Controls	Assess if the personal data that forms matching criteria (main scheme and AVC data) is accurate and digitally accessible	ASAP	Ongoing data cleanse exercise to be ran periodically. Members also have digital access to memberweb to make changes to personal details	Ongoing
Internal Controls	If required, put plans in place to improve the accuracy and digital accessibility or the personal data (both main scheme and AVC data)	ASAP	Data cleanse project ongoing and will be revisited regularly	Ongoing
Internal Controls	If a plan is put in place to improve the accuracy and digital accessibility of the personal data that forms the matching criteria (both main scheme and AVCs) confirm the plan has delivered its improvements	ongoing after plan put in place	Ongoing - will report on data quality regaularly. TPR data score done annually - common/conditional data	Ongoing
Internal Controls	Ensure a process in place to maintain the accuracy and accessibility of the personal data used to form the matching criteria (bith main scheme and AVC)	Ongoing	Ongoing data cleanse exercise to be ran periodically. Member has digital access to memberweb to make changes to personal details. Monthly returns process will help with keeping up to date with changes.	Ongoing
Data	Understand what main scheme view data is needing to be returned for members who access dashboards and in what timescale	ASAP	Need to work with software provider & ISP to determine data fields. Civica will map fields from system to dashabord and will highlight gaps.	Ongoing
Policy	Agree with the AVC providers how the AVC view data will be sent to the ecosystem	ASAP	Need to discuss with each provider and make a decision - likely single approach	Ongoing
Internal Controls	Multiple Source - Monitor the AVC providers progress to connect to the ecosystem by the 'connect by' date	ASAP and ongoing	Need to discuss with each provider and make a decision - likely single approach	Ongoing
Internal Controls	Single source - Confirm we can store the AVC view data in a digitally accessible mode	ASAP	Need to discuss with each provider and make a decision - likely single approach	Ongoing
Internal Controls	Single source - Agree the frequency and format by when the AVC view data will be sent by the AVC providers	ASAP	Need to discuss with each provider and make a decision - likely single approach	Ongoing
Data	Assess the main scheme view data for accuracy and digital accessibility	ASAP	Part of data cleanse project	Ongoing
Data	Assess the AVC view data for reconicliation with main scheme records, accuracy and digital accessibility	ASAP	Will complete once AVC high level reconciliation done with AVC providers. Currently in first stages of data reconciliation.	Ongoing
Internal Controls	If required, put plains into place to improve the reconciliation, accuracy and digital accessibility of the main scheme and AVC view data	After intial review	Ongoing after review	Ongoing

Internal Controls	If a plan is put in place to improve the reconciliation with main scheme records, accuracy and digital accessibility of the main scheme and/or AVC view data, confirm that the plan has delivered its improvements	ongoing after the plain is put in place and by 31 october 2025	n/a at the moment	n/a at the moment
Internal Controls	Make sure a process is in place to maintain the reconciliation with the main scheme records, accuracy and digital accessibility of the main scheme and AVC view data	Ongoing and after 31/10/25	n/a at the moment	n/a at the moment
Policy	Decide whether to name the most recent employers (max 10) or confirm if there are multiple employers and inform the ISP - applicable to main scheme benefits and AVCs	01/04/2025	Need to discuss requirements and understand implications with ISP. It would be good to show as many as possible for accuracy.	ongoing
Data	Where a single source approach is used, agree with the AVC providers with whom the member should contact to find out more about their AVC benefits and inform the ISP	01/04/2025	Link to AVC provider - espeically if single approach taken	Complete
Data	Complete the check list of decisions concerning value data	01/04/2025	Challenges and Decisions document completed and will be reviewed on an ongoing basis	Ongoing
Data	Agree the AVC illustration date with the AVC providers and where approach 2 is used, inform the ISP	01/04/2025	Need to confirm AVC approach first	Ongoing
Data	Discuss the potential workaround for the illustration date issue with the AVC providers ie use 'two-submission method' or 'all-in-one submission method' by 1 April 2025	01/04/2025	Need to confirm AVC approach first	Ongoing
Data	Agree with the AVC providers if we are going to provide AVC projections in certain circumstances and where approach 2 is used inform the ISP	01/04/025	Need to confirm AVC approach first	Ongoing
Record Keeping	Keep a record if how we agreed the AVC illustration data and the parties communicated with when doing so	date of decision	Need to confirm AVC approach first	Ongoing
Record Keeping	Keep a record of the discussion with the ISP on how best to display the AVC illustration date on the dashboard	date of decision	Need to confirm AVC approach first	Ongoing
Record Keeping	Keep a record of how we agreed whether to provide AVC projections in certain circumstances and the parties communicated with in doing so	date of decision	Need to confirm AVC approach first	Ongoing
Record Keeping	Keep a record of how we agreed the AVC payable dates and the parties communicated with in doing so	date of decision	Need to confirm AVC approach first	Ongoing
Data	Where main scheme value data is already stored - check UPM to make sure we can send this data to the ecosystem within the statutory timescales	01/04/2025	Will be carried out as part of testing - assume taken from PIP page	Ongoing
Data	Where main scheme value data is out of date or we do not have the value data stored in UPM we will need to decide how and on what illustration date we are going to calculate this data and send it to the ecosystem within the statutory timescales	01/04/2025	To discuss once project is further established. Need to work with ISP/Civica to figure out where data will eb stored and how it gets there - potentiialy ABS being ran monthly	Ongoing

Data	Consider introducing monthly data collection to achieve the timescales set out	Ongoing	To discuss once project is further established - likely requirement. This will ensure illustration is available for new staff.	Ongoing
Data	If multiple sourceapproach is adopted and AVC value data is alrady stored - check with AVC providers to make sure they are able to provide AVC value data to the ecosystem, using the same illustration date as the main scheme benefits within the statutory timescales	01/04/2025	Need to confirm AVC approach	Ongoing
Data	If single source approach is adopted and AVC value daya is alrady stored - check with the AVC providers to make sure they are able to send AVC value data using the same illustration date as the main scheme benefits, to us well within the timescales set out, so that we can send AVC value data to the ecosystem within the statutory timescales	01/04/2025	Need to confirm AVC approach	Ongoing
Data	If multiple source approach is adopted and AVC value is not already stored or is out of date - agree with the AVC providers how and on what illustration date (this must be consistent with the date we use to calculate main scheme value data) they are going to calculate AVC value data and provide it to the ecosystem within the timescales set out	01/04/2025	Need to confirm AVC approach	Ongoing
Data	If single source approach is adopted and AVC value data is not stored or out of date - agree with the AVC providers how and on what illustratoin date (must be consistent with the date used for main scheme value data) they are going to calculate AVC value data and provide it to us to send to the ecosystem within the timescales set out	01/04/2025	Need to confirm AVC approach	Ongoing
Record Keeping	Keep a record of how we decided/agreed to calcaulte main scheme and AVC value data, including where the data is out of date or missing and the parties communicated with when doing so	date of decision	To discuss once project is further established	Ongoing
Data	Agree with the AVC providers how we will determine the status of a member - ie new joiner or not	01/04/2025	To discuss with providers what info they are able to provide	Ongoing
Record Keeping	Keep a record of how we decided/agreed to determine the status of a member - ie new joiner or not, and the parties communicated with in doing so	date of decision	To discuss once project is further established, consult with ISP	Ongoing
Governance	We must: understand the operational information requirements; responsibilities; discuss the operation information requirements with the ISP; create separate processes to provide the operational information that lies outside of the ecosystem	From the outset of implementation	For non-matches a process will be in place to give Fund information enabling the member to contact the Fund, or it will detail why their data is not available on dashboard	Ongoing

Record Keeping	We must keep operational information for at least six years from the end fo the scheme year to which it relates	From the DAP	UPM records never deleted, should always be an audit trail of information which would give reasons why it fell outside of the ecosystem. Plan to have dashboard worktray/workflow to fix issues and data non-matches	Ongoing
Internal Controls	We must create a plan to record the operational information and regularly review the plain to make sure the operational information is recorded and maintained	From the outset of the implementation	As above	Ongoing
Internal Controls	We must have processes in place to identify breaches of the law and, if necessary, report them to TPS	From the DAP	Potential breaches will be indentified and recorded in the breach log for information and monitoring only. Any actual breaches will be reported into LPB & TPR if necessary	Ongoing
Internal Controls	We must have risk management processes in place, including processes for monitoring the resolution of issues between the scheme and and relevant third parties	From the outset of implementation	In place	Complete
Record Keeping	We must keep clear audit trails of how we took steps to prepare to comply with our pensions dashboards duties	From the outset of implementation	Dashboard checklist document and decisions log being used as part of the project	Complete
Record Keeping	We must keep a record of steps taken to resolve any issues which arise, such as communications with third parties	From the outset of implementation	Dashboard checklist document and decisions log being used as part of the project	Complete
Record Keeping	We must keep a record of compliance as set out in the MaPS reporting standards	From the outset of implementation	Regular meeting with updates on progress taking place. Checklist being used	Complete
Governance	Register our 'key dashboards contact' and our nominated contacts with TPR	ASAP	Complete	Complete