

Project Name: New LGPS Scotland 2015  
 Directorate: Corporate Governance  
 Service: Finance, Pensions  
 Focus: Delivery of the New LGPS Scotland 2015

**Prepared By:**

Document Owner(s)	Project/Organization Role
Laura Goodchild	Project Manager




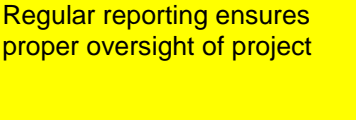
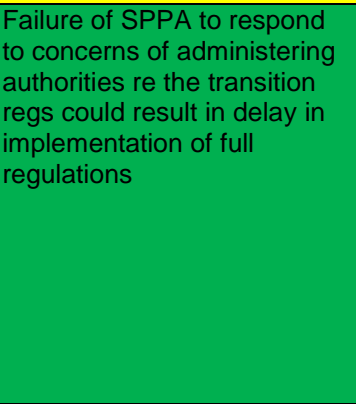
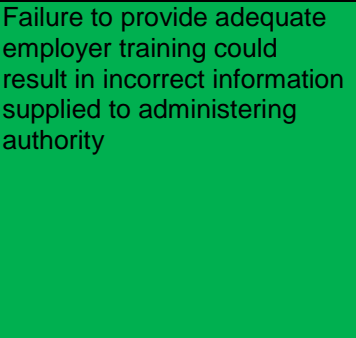
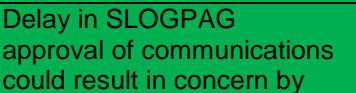
**Approved By:**

Project Sponsor	Date
Head of Finance	
Project Support Analyst	

**Projects Status Report Version Control**

Version	Date	Author	Change Description
1	1/7/2014		Initial Draft

**Copy of minute of 10<sup>th</sup> November 2014 attached**  
**Copy of risk register attached**

Item No.	Title	Current Position	Agreed Action	Risk	Milestones	Responsible
				 Low  Medium  High		
1.	Pensions Committee	Quarterly reporting to Committee	Copy of monthly status report to be issued to members with effect from end July 2014	 Regular reporting ensures proper oversight of project	Quarterly reporting to the November 2014 meeting of Pensions Committee	LG
2.	Engagement with Scottish Ministers	<p>Transitional Regulations published 27 August 2014 after consultation. Proposed amendments submitted to Scottish Ministers and amendment regulations to follow</p> <p>Draft Governance Regulations issued for consultation 30<sup>th</sup> September to 11<sup>th</sup> November 2014.</p>	LG to meet with other Scottish Funds on 31 <sup>st</sup> October to prepare joint response and will also prepare individual response to consultation.	 Failure of SPPA to respond to concerns of administering authorities re the transition regs could result in delay in implementation of full regulations	<p>Benefit and Admin Regulations published</p> <p>Transitional Regulations published</p>	KL
3.	Engagement with Scheme Employers	<p>Engagement planned for autumn 2014</p> <p>Two training sessions have been held. Further individual employer training sessions planned for Dec 2014 onwards.</p>	LC to investigate options for employer events	 Failure to provide adequate employer training could result in incorrect information supplied to administering authority	<p>23 September, Event led by Tim Hazelwood attended by 3 members of Pension Fund.</p> <p>23 October, Event held at AECC, 59 delegates attended from 32 employers. Pension Fund staff also attended.</p>	LC
4.	Engagement with Scheme Members	Scottish website is now live and linked to from NESPF site.	Senior Communication officer engaging as part of joint comms team on progress of review by	 Delay in SLOGPAG approval of communications could result in concern by	Timetable for initial scheme member training to be agreed by	KL/JH

		Presentation for training use nearly complete. Further comms still in production.	SLOGPAG	scheme members on future of scheme	end August 2014	
5.	Engagement with Trade Unions	Meeting held 11 <sup>th</sup> September with Trade Unions regarding Governance arrangements	LC to contact trade unions to discuss their member communication strategy	Trade union engagement with their members provides additional support to Fund engagement with scheme members	Agree a meeting date with trade unions to discuss joint training agenda	LC/KL/LG
6.	Altair System Changes	Webinar hosted by Heywood's for staff  Altair system update provisional November/Dec date to allow testing to begin	Publication of regulations awaited to allow for system developments	Delays in legislation could result in delay in system development	Publication of all regulations will allow timeline to be agreed for system testing	NM
7.	Risk Register	Risk Register reviewed and updated	To be attached to monthly status report with effect from end July 2014	Failure to maintain and review risk register could result in potential error in new scheme implementation	Weekly sign off by Pensions Manager with reporting to Sponsor Group	LG
8.	Staff Training	Webinar hosted by Heywood's for staff  In-house staff training session being arranged for early New Year and LGE practioner training sessions in Edinburgh 20 <sup>th</sup> and 27 <sup>th</sup> Jan 2015 if staff unable to attend in-house.	NM and EP to continue to provide staff training and engage staff in system testing in lead up to new scheme	Benefit Team pro-active in staff training ahead of new scheme	System Testing March 2015	ALL
9.	Document Review	Awaiting final regulations to allow review to start	EP to undertake review	Failure to review scheme documentation could result in incorrect or misleading information being issued to scheme members	Documents approved by Pensions Manager March 2015	EP/LG
10.	Communication	Scottish Website approved and is now live. Payroll Guide issued to Employers on 26 <sup>th</sup> September. Video is finished. Work still ongoing on newsletter and modeller.	LC to work with Scottish comms team on progressing revised documents for scheme members	Scottish Wide information to ensure consistency	Establishment of website and agreed booklets approved by SLOGPAG	LC

11.	Pensions Board	Draft Consultation prepared regarding Pensions Board  Meeting held with Trade Union reps to discuss Pension Board and secretariat support.  Employers contacted for Trade Union associations to help with establishing pension board.	Consultation to be issued to all scheme employers early November/December 2014	Failure to consult could result in lack of consensus of role of the Pensions Board	Timetable issued by SPPA.	LG
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