# **V:\LGA\Pensions\Team\Firefighters\Scheme Advisory Board\Logos\New logos\FPE_colour.png C:\Users\claire.hey\Pictures\untitled.png**

 Information

Management and Governance

The following matrix is provided for you to complete following the training session.

**Session One**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Yes | No | Comments | Actions |
| **Scheme Manager Role** |  |  |  |  |
| Is there a clear scheme manager delegation? |  |  |  |  |
| Is that delegation monitored? |  |  |  |  |
| Are the risks understood by the Fire Authority? |  |  |  |  |
| What filters do you have in place to catch actions? |  |  |  |  |
| **Scheme Manager Duties** |  |  |  |  |
| How do you implement new processes? |  |  |  |  |
| Are you confident in your administrator relationship?* I.e SLA set at the right level?
* What feedback do you get from your administrator?
 |  |  |  |  |
| Managed scheme reconciliation process and records now rectified? |  |  |  |  |
| What was your data score* Common Data Score
* Conditional Data Score
 |  |  |  |  |
| What are your priorities for the coming year? |  |  |  |  |
| Are IDRPS managed effectively |  |  |  |  |
| How confident are you that risks are managed? |  |  |  |  |
| When would the FRA (as scheme manager) be expected to be notified of a breach |  |  |  |  |
| How does your pension board assist you? |  |  |  |  |
| **Scheme Complexities** |  |  |  |  |
| How comfortable are you that processes are in place for* Eligibility to scheme
 |  |  |  |  |
| * Pensionable pay decisions understood and made correctly
 |  |  |  |  |
| * Scheme discretions such as temporary promotion
 |  |  |  |  |
| * Data to be shared with administrators on time and accurately
 |  |  |  |  |

**Session Two**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Wider Landscape** |  |  |  |  |
| Do you have any tax challenges? |  |  |  |  |
| Confident in Annual Benefit Statement process |  |  |  |  |
| Confident that actions are taken appropriately following amendment orders? |  |  |  |  |

**Session Three**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Roles and Responsibilities** |  |  |  |  |
| Are you comfortable that you assist the scheme manager? |  |  |  |  |
| Do you report to the scheme manager? |  |  |  |  |
| Are the right processes in place? |  |  |  |  |
| Are you confident that risks are understood and managed |  |  |  |  |
| What was your data score* Common Data Score
* Conditional Data Score
 |  |  |  |  |
| What are your priorities for the coming year? |  |  |  |  |
| **Meeting TPR expectations** |  |  |  |  |
| Correct focus on data? |  |  |  |  |
| Comfortable with frequency of meetings |  |  |  |  |
| Have all six processes in place or a plan to put in place |  |  |  |  |
| Appropriate internal controls in place |  |  |  |  |
| Understand procedure for recording and reporting breaches |  |  |  |  |
| **Next Steps** |  |  |  |  |
| Regular assessments |  |  |  |  |
| Review [ToR](http://www.fpsboard.org/index.php/local-pension-boards/training) |  |  |  |  |
| Annual Workplan |  |  |  |  |
| Scheme Manager relationship |  |  |  |  |

Next Steps

Management and Governance Training Received on:

Comments on any actions taken

|  |  |
| --- | --- |
| Question 1 |  |
| Question 2 |  |
| Question 3 |  |
| Question 4 |  |
| Question 5 |  |
| Question 6 |  |
| Question 7 |  |

Follow Up:

Follow up due on :