

## Scheme Manager Training

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

Question	Yes	No	Comments	Actions
<b>Question One</b>				
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?				
<b>Question Two</b>				
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?				
<b>Question Three</b>				
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				
<b>Question Four</b>				
Do you have any tax challenges?				
Confident in Annual Benefit Statement process				
Confident that actions are taken appropriately following amendment orders?				

## Next Steps

Scheme Manager Training Received on:

Comments on any actions taken

Question 1	
Question 2	
Question 3	
Question 4	

## Follow Up:

Follow up due on :