

**APPENDIX D OUTSTANDING ADMISSION AGREEMENT ACTION PLAN (AS AT 31/12/17)**

| No.   | Risk category | Reason for delay                              | Summary of current position   | Action plan   |
|---|---------------|---|---|---|
| <b><u>DELAY IN ADMISSION BODY PROVIDING INFORMATION</u></b> |               |   |   |   |
| 1-2   | 1 Year +      | Delay in admission body providing information | HCC Legal liaising with employer to progress Admission Agreement and Bond however there is a lack of response from the admission body   | HCC Finance have escalated with the contract manager who has chased the contractor but with no response. This will now be escalated further with the ceding employer and admission body |
| <b><u>DELAY IN ADMISSION BODY SECURING INDEMNITY</u></b>    |               |   |   |   |
| 3   | 1 Year +      | Delay in admission body securing bond         | Employer enquiring about an alternative form of indemnity, a cash deposit for the bond value placed with HCC in escrow. The Actuary has advised there is no issue with accepting this | HCC Finance looking at potential to accept this form of indemnity before providing response to employer   |
| 4   | 1 Year +      | Delay in admission body securing bond         | Bond options have been provided by HCC Finance and employer is currently seeking a provider before Finance is able to pass to HCC Legal to formalise admission                        | Awaiting confirmation of sourced bond from employer before continuing to progress Admission Agreement with HCC Legal  |
| 5   | 1 Year +      | Delay in admission body securing bond         | HCC Finance have responded to all queries from the employer regarding the bond value and are awaiting a response  | Awaiting confirmation of sourced bond from employer before continuing to progress Admission Agreement with HCC Legal  |
| 6   | 1 Year +      | Delay in admission body securing bond         | Requirement to have a bond in place questioned by employer, HCC have responded and awaiting response  | Awaiting confirmation of sourced bond from employer before continuing to progress Admission Agreement with HCC Legal  |

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|--|---------------|--|--|--|
| <b><u>DELAY IN ADMISSION BODY RETURNING SIGNED DOCUMENTS</u></b> |               |  |  |  |
| 7  | 1 Year +      | Delay in admission body returning signed documents                                 | Bond agreement signed-off and returned. Waiting on returned signed copy of Admission Agreement   | Bond agreement signed-off and returned. Waiting on returned signed copy of Admission Agreement   |
| 8  | 1 Year +      | Delay in admission body returning signed documents                                 | 7 Local Authorities party to Admission Agreement, HCC Legal sent copies out to all for sign-off and received 4 out of 7 to date  | 4 out of 7 signed copies of the Admission Agreement returned, awaiting return of the rest  |
| <b><u>DISPUTE OVER CONDITIONS OF ADMISSION</u></b>               |               |  |  |  |
| 9  | 1 Year +      | Dispute over conditions of admission   | Hymans calculated employer contribution rate which is high and has been queried by the employer  | HCC Finance (in liaison with HCC Legal and the Actuary) are looking at a 'pass through' arrangement in such events where the contribution rate is so high in order to progress |
| 10   | 1 Year +      | Dispute over conditions of admission   | Hymans calculated employer contribution rate which is high and has been queried by the employer  | HCC Finance (in liaison with HCC Legal and the Actuary) are looking at a 'pass through' arrangement in such events where the contribution rate is so high in order to progress |
| 11   | 1 Year +      | Dispute over conditions of admission   | Legal opinion to be sought by HCC from Squires   | HCC Finance and Legal to draft e-mail  |
| 12   | 1 Year +      | Dispute over conditions of admission   | Talking with ceding employer to establish whether the two staff that TUPE'd are still working on the contract, if not there may not be a need to pursue completion of an Admission Agreement | HCC Finance waiting for response from the ceding employer to establish facts around whether admission is required.   |
| <b><u>THIRD PARTY DELAY</u></b>                                  |               |  |  |  |
| 13   | 1 Year +      | Delays in the actuarial calculations due to a backlog following the 2016 Triennial | Admission Agreement was awaiting sign-off however the last active member left in August and the AA may not need to be completed  | HCC Finance to check that last active employee had opted out of pension and therefore no contributions were required to be collected. If so, this entry can be removed         |

| No. | Risk category | Reason for delay  | Summary of current position  | Action plan  |
|-----|---------------|---|--|--|
|     |               | Valuation   |  |  |
| 14  | 1 Year +      | Third party delay   | Reports now obtained from the actuary which will be shared with employer. Assuming no disputes it will then be progressed by HCC Legal | Reports to be shared with employer and assuming no disputes will then be progressed to HCC Legal       |
| 15  | 1 Year +      | Third party delay   | Admission and Bond Agreements sent out to employer waiting for confirmation of bond sourced and return of signed documents             | HCC Finance chasing employer for a response  |
| 16  | 1 Year +      | Third party delay   | There was some delay in making indemnity arrangements but now this is with HCC Legal to draft Admission Agreement                      | With HCC Legal to draft Admission Agreement and once complete will be shared with parties for sign-off |
| 17  | 6-12 Months   | Delay in the actuarial calculations due to a backlog following the 2016 Triennial Valuation | Contribution Rate and Bond calculated. Information passed to HCC Legal to draft Admission Agreement                                    | With HCC Legal to draft Admission Agreement and once complete will be shared with parties for sign-off |
| 18  | 0-6 Months    | Third party delay   | With HCC Legal to draft Admission Agreement  | With HCC Legal to draft Admission Agreement and once complete will be shared with parties for sign-off |
| 19  | 0-6 Months    | Third party delay   | With HCC Legal to draft Admission Agreement  | With HCC Legal to draft Admission Agreement and once complete will be shared with parties for sign-off |

**TOTAL: 19 OUTSTANDING ADMISSION AGREEMENTS**