

APPENDIX D

APPENDIX D OUTSTANDING ADMISSION AGREEMENT ACTION PLAN (AS AT 31/03/18)

No.	Risk category	Reason for delay	Summary of current position	Action plan
<u>DELAY IN ADMISSION BODY PROVIDING INFORMATION</u>				
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 communication	HCC Finance have escalated with the contract manager who has chased the contractor but with no response. This will now be escalated internally with HCC Finance & Service Management.
<u>DELAY IN ADMISSION BODY SECURING INDEMNITY</u>				
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	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.
5	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.
6	0-6 Months	Delay in admission body securing bond	HCC Finance have provided a bond report to the employer who is currently liaising with bond providers.	HCC Finance to follow-up employer for confirmation of bond and pass to HCC Legal to draft the Bond and Admission Agreements.

No.	Risk category	Reason for delay	Summary of current position	Action plan
<u>DELAY IN ADMISSION BODY RETURNING SIGNED DOCUMENTS</u>				
7	6-12 Months	Delay in admission body returning signed documents	Admission and Bond Agreement with employer for signing.	HCC Legal to follow-up with employer.
8	6-12 Months	Delay in admission body returning signed documents	Admission Agreement with employer for signing.	HCC Legal to follow-up with employer.
<u>DISPUTE OVER CONDITIONS OF ADMISSION</u>				
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.
<u>THIRD PARTY DELAY</u>				
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	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.
16	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.
17	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.
18	0-6 Months	Third party delay	HCC Finance provided employer with contribution rate and bond report. Waiting for confirmation of receipt and next steps to progress.	HCC Finance to follow-up with employer.

TOTAL: 18 OUTSTANDING ADMISSION AGREEMENTS