

APPENDIX A OUTSTANDING ADMISSION AGREEMENT ACTION PLAN (AS AT 30/09/17)

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	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

No.	Risk category	Reason for delay	Summary of current position	Action plan
<u>DELAY IN ADMISSION BODY RETURNING SIGNED DOCUMENTS</u>				
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
<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	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

TOTAL: 18 OUTSTANDING ADMISSION AGREEMENTS