

## Appendix 1 – Nottinghamshire Pension Fund – Pension Scam Action Plan

	Action	Timeframe	Owner
1.	<p><b>End to end review of the current pension transfer process</b> including review of all due diligence measures and <b>develop a checklist process</b> for completion for each transfer.</p> <p>Note: an initial review was undertaken at the start of the pandemic (March 2020). A further review is intended to ensure the process and procedures are in line with the “pledge to combat pension scams” and the scam provision within the Pension Scheme Act 2021.</p>	By the end of 2021	Pension Administration Office
2.	<p><b>Commit to the Pension Regulator Pledge to Combat Scams</b></p> <p>Step 1 - Complete all the required actions            Step 2 – Submit Self Certification to Pension Regulator            Step 3 – Confirmed by the Pension Regulator once self-certification has been submitted.</p>	Timeframe to be determined once additional Technical and Regulations Officer recruited.	Group Manager, Business Services Centre in conjunction with the BSC Pension Team Manager
3.	<b>Utilise the “Our Pledge to Combat Pension Scam” logo</b>	Linked to Action 2	Technical and Regulations Team supported by Pension Systems Team
3.	<p><b>Pension Scam online training module</b> via the Pension Regulator Trustee Toolkit is completed by</p> <ul style="list-style-type: none"> <li>• Pension Administration Staff</li> <li>• Pension Committee Members</li> <li>• Pension Board Members</li> </ul>	By the end of October 2021	BSC Pension Team Manager in conjunction with Demonstrate Services for Pension Committee and Pension Board Members.
5.	Review and develop ongoing <b>Pension Scam communication plan</b>	Ongoing – links to action 1,2 and 3.	Technical and Regulations Team
6.	Pension Scam section to be added to the <b>Pension Administration Annual Performance Report</b>	Next Report Due June 2022	BSC Pension Team Manager