

## **Extract from Local Government Association (LGA) guidance on preparing for pensions dashboards – example (draft) checklist for LGPS Funds**

“We have provided a checklist of the actions, record keeping requirements and timings set out in this guide. The list is not exhaustive and may be impacted by your local approach.

Your connection date is by 31 October 2026 and in accordance with the staging guidance produced by MaPS. If you intend to connect after this date, the timescales in the checklist will need to be adjusted.

Where the ‘Suggested Due Date’ is before 31 October 2026, this merely a recommendation. Our recommendation may change depending upon the content of the staging guidance issued by MaPS.

The tasks within the checklist are grouped in the same way as the guide. There are seven topics to help you identify the different areas of implementation:

1. Governance
2. Internal controls
3. Connection
4. Record keeping
5. Budget
6. Resource
7. Data”

Topic	Connection tasks	Suggested Due Date	More information
Governance	Sign up for dashboard on-line news alerts	ASAP and ongoing	Section 4 ' <a href="#">Keeping you and your stakeholders up to date</a> '
Governance	Keep up to date with the latest information and developments	ASAP and ongoing	Section 4 ' <a href="#">Keeping you and your stakeholders up to date</a> '
Governance	Discuss dashboards implementation with your relevant stakeholders and establish if they are up to date with the latest information and developments	ASAP and ongoing	Section 4 ' <a href="#">Keeping you and your stakeholders up to date</a> '
Governance	Make sure pensions dashboards are a standing agenda item at your Pensions Committee and Local Pension Board meetings	ASAP and ongoing	Section 5 ' <a href="#">Pensions Committee / Local Pension Board</a> '
Governance	Make sure you keep your Pensions Committee and Local Pension Board up to date with the latest guidance and developments both industry wide and at your administering authority	ASAP and ongoing	Section 5 ' <a href="#">Pensions Committee / Local Pension Board</a> '
Governance action	Agree with your AVC provider(s) how your AVC value data will be cleansed and matched to your records	ASAP and ongoing	Section 6 ' <a href="#">Accuracy and accessibility of data</a> '

Topic	Connection tasks	Suggested Due Date	More information
Internal controls	Incorporate dashboards data requirements into your wider data management plan including your approach to cleansing and matching your AVC data	ASAP	Section 6 ' <a href="#">Accuracy and accessibility of data</a> ' Section 7 ' <a href="#">Internal controls</a> '
Internal controls	Regularly review your wider data management plan to determine where you are at	Ongoing once incorporated into your plan	Section 6 ' <a href="#">Accuracy and accessibility of data</a> ' Section 7 ' <a href="#">Internal controls</a> '
Internal controls	Set up your internal controls register to implement dashboards	1 April 2024	Section 7 ' <a href="#">Internal controls</a> '
Connection	Make sure you and your relevant stakeholders know your connection deadline and once published, your staging timeline	Within two months of when the staging guidance is published	Section 9 ' <a href="#">Connecting to dashboards</a> '
Connection	If you meet the requirements, decide if you wish to defer connection and apply to DWP if this is the case	9 August 2024	Section 9 ' <a href="#">Connecting to dashboards</a> '
Connection	If approval to defer connection is obtained let all your relevant stakeholders know your new connection date	ASAP after confirmation of deferral is obtained	Section 9 ' <a href="#">Connecting to dashboards</a> '

Topic	Connection tasks	Suggested Due Date	More information
Record keeping	If your connection deadline is changed, keep a record of why you decided to change it, the parties you communicated with in making your decision and the date you obtained approval	ASAP after confirmation of deferral is obtained	Section 7 ' <a href="#">Internal controls and record keeping</a> ' Section 9 ' <a href="#">Connecting to dashboards</a> '
Connection	Register with the MaPS governance register	By the date specified by MaPS in the staging guidance	Section 10 ' <a href="#">Registration</a> '
Budget	Decide on your connection budget and obtain approval	1 April 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> ' Section 11 ' <a href="#">Budget</a> '
Record keeping	Keep a record of how you decided on your connection budget and the parties you communicated with, in making your decision	1 April 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> ' Section 11 ' <a href="#">Budget</a> '
Budget	Decide on your potential business as usual budget and provide the party responsible for approving advance notice of this cost	1 April 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> ' Section 11 ' <a href="#">Budget</a> '

<b>Topic</b>	<b>Connection tasks</b>	<b>Suggested Due Date</b>	<b>More information</b>
Budget	Decide on your business as usual budget and obtain approval	Six months before the DAP	Section 11 <a href="#">‘Budget’</a>
Record keeping	Keep a record of how you decided on your business as usual budget and the parties you communicated with, in making your decision	Six months before the DAP	Section 7 <a href="#">‘Internal controls and record keeping’</a> Section 11 <a href="#">‘Budget’</a>
Connection	Decide your route to connection – either directly or using an ISP	1 April 2024	Section 12 <a href="#">‘Connecting to the ecosystem’</a>
Record keeping	Keep a record of how you decided on your route to connection and the parties you communicated with, in making your decision	1 April 2024	Section 7 <a href="#">‘Internal controls and record keeping’</a> Section 12 <a href="#">‘Connecting to the ecosystem’</a>
Connection	Choose your ISP and contractual engage them	30 September 2024	Section 10 <a href="#">‘Connecting to the ecosystem’</a>
Record keeping	Keep a record of how you choose your ISP and the parties you communicated with, in making your decision	30 September 2024	Section 7 <a href="#">‘Internal controls and record keeping’</a> Section 12 <a href="#">‘Connecting to the ecosystem’</a>

Topic	Connection tasks	Suggested Due Date	More information
Internal controls	Make sure your ISP is on track to connect you to dashboards by your connection date and in accordance with your staging timeline	From appointment and by 31 October 2026 and in accordance with your staging timeline	Section 12 ' <a href="#">Connecting to the ecosystem</a> '
Resource	Decide what resource you will need to implement dashboards and put in place accordingly	1 April 2024	Section 12 ' <a href="#">Connecting to the ecosystem</a> '
Record keeping	Keep a record of how you decided what resource you need to implement dashboards and the parties you communicated with, in making your decision	1 April 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 12 ' <a href="#">Connecting to the ecosystem</a> '
Resource	Decide what resource you will need to operate dashboards once live and put in place accordingly	Six months before the DAP	Section 12 ' <a href="#">Connecting to the ecosystem</a> '
Record keeping	Keep a record of how you decided what resource you need to operate dashboards once live and the parties you communicated with, in making your decision	Six months before the DAP	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 12 ' <a href="#">Connecting to the ecosystem</a> '

Topic	Connection tasks	Suggested Due Date	More information
Policy	Decide on what personal data you will use to form your matching criteria for both your main scheme and AVC	30 September 2024	Section 14 ' <a href="#">Matching criteria</a> '
Record keeping	Keep a record of your matching criteria, for at least six years from the end of the scheme year in which you made that decision	From the date of your decision and ongoing thereafter	Section 7 ' <a href="#">Internal controls and record keeping</a> ' Section 14 ' <a href="#">Matching criteria</a> '
Record keeping	Keep a record of how you decided on your matching criteria and the parties you communicated with	From the date of your decision and ongoing thereafter	Section 7 ' <a href="#">Internal controls and record keeping</a> ' Section 14 ' <a href="#">Matching criteria</a> '
Governance	Produce or update your Data Protection Impact Assessment to take account of your matching criteria policy decision	From the date of your decision and ongoing thereafter	Section 14 ' <a href="#">Matching criteria</a> '
Data	Assess if the personal data that forms your matching criteria – main scheme personal data and AVC personal data, is accurate and digitally accessible	30 September 2024	Section 14 ' <a href="#">Matching criteria</a> '

Topic	Connection tasks	Suggested Due Date	More information
Internal controls	If required, put plans in place to improve the accuracy and digital accessibility of the personal data – both main scheme and AVCs, to be used for matching	After initial assessment	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 14 ' <a href="#">Matching criteria</a> '
Internal controls	If you put plan in place to improve the accuracy and digital accessibility of the personal data that forms your matching criteria – both main scheme and AVCs, confirm the plan has delivered its improvements	Ongoing after date plan put in place	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 14 ' <a href="#">Matching criteria</a> '
Data	Make sure the personal data used to form your matching criteria – both main scheme and AVCs, is accurate and digitally accessible	By 31 October 2026 and in accordance with your staging timeline	Section 14 ' <a href="#">Matching criteria</a> '
Internal controls	Ensure you have a process in place to maintain the accuracy and accessibility of the personal data used to form your matching criteria – both main scheme and AVCs	By 31 October 2026 and in accordance with your staging timeline, and permanently thereafter	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 14 ' <a href="#">Matching criteria</a> '



Topic	Connection tasks	Suggested Due Date	More information
Data	Understand what main scheme view data you need to return for members who access dashboards and in what timescale	1 April 2024	<p>Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a></p> <p>Section 16 – <a href="#">‘View data – defined benefits and AVCs’</a></p> <p>Section 17 – <a href="#">‘Timings to provide view data’</a></p>
Data	Agree with your AVC provider(s) how your AVC view data will be sent to dashboards	30 June 2024	<p>Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a></p> <p>Section 16 – <a href="#">‘View data in detail’</a></p>

Topic	Connection tasks	Suggested Due Date	More information
Internal controls	<p>Approach 1 &amp; 1A – AVC view data sent directly to dashboards by AVC providers</p> <p>Confirm your AVC provider(s) are on track to connect to dashboards by your connection date and in accordance with your staging timeline</p>	Ongoing basis and by 31 October 2026 and in accordance with your staging timeline	<p>Section 7 <a href="#">‘Internal controls and record keeping’</a></p> <p>Section 12 <a href="#">‘Connecting to the ecosystem’</a></p> <p>Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a></p> <p>Section 16 – <a href="#">‘View data in detail’</a></p> <p>Section 17 – <a href="#">‘Timings to provide view data’</a></p>
Internal controls	<p>Approach 2 – AVC view data sent to you to send to dashboards</p> <p>Confirm you can store your AVC view data in a digitally accessible mode</p> <p>Agree the frequency and format by when your AVC view data will be sent to you by your AVC provider(s)</p>	Ongoing basis and by 30 September 2024	<p>Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a></p> <p>Section 16 – <a href="#">‘View data in detail’</a></p> <p>Section 17 – <a href="#">‘Timings to provide view data’</a></p>

Topic	Connection tasks	Suggested Due Date	More information
Data	Assess your main scheme view data for accuracy and digital accessibility	ASAP	Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a>  Section 16 – <a href="#">‘View data – defined benefits and AVCs’</a>
Data	Assess your AVC view data for member matching, accuracy and digital accessibility	ASAP	Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a>  Section 16 – <a href="#">‘View data – defined benefits and AVCs’</a>
Internal controls	If required, put plans in place to improve the member matching, accuracy and digital accessibility of main scheme and AVC view data	After initial review	Section 7 <a href="#">‘Internal controls and record keeping’</a>  Section 15 – <a href="#">‘View data – process, accuracy &amp; accessibility’</a>  Section 16 – <a href="#">‘View data in detail’</a>

Topic	Connection tasks	Suggested Due Date	More information
Internal controls	<p>If you put plan in place to improve the member matching, accuracy and digital accessibility of your main scheme and AVC view data, confirm the plan has delivered its improvements</p> <p>All your view data must be member matched, accurate and digitally accessible by 31 October 2026 and in accordance with your staging timeline</p>	Ongoing after the plan is put in place	<p>Section 7 '<a href="#">Internal controls and record keeping</a>'</p> <p>Section 15 – '<a href="#">View data – process, accuracy &amp; accessibility</a>'</p> <p>Section 16 – '<a href="#">View data in detail</a>'</p>
Internal controls	Ensure you have a process in place to maintain the member matching, accuracy and digital accessibility of your main scheme and AVC view data	Ongoing and after staging	<p>Section 7 '<a href="#">Internal controls and record keeping</a>'</p> <p>Section 15 – '<a href="#">View data – process, accuracy &amp; accessibility</a>'</p> <p>Section 16 – '<a href="#">View data in detail</a>'</p>
Data	Decide whether to name the most recent employer or confirm if there are multiple employers and inform your ISP – applicable to main scheme benefits and AVCs	30 September 2024	Section 16 ' <a href="#">View data in detail</a> '

Topic	Connection tasks	Suggested Due Date	More information
Data	Where approach 2 is used, agree with your AVC provider(s) with whom the member should contact to find out more about their AVC benefits and inform your ISP	30 September 2023	Section 16 ' <a href="#">View data in detail</a>
Data	Complete the check list of decisions concerning value data in appendix two	30 September 2024	Section 16 ' <a href="#">View data in detail</a> '
Data	Agree the AVC illustration date with your AVC providers and where <a href="#">approach 2</a> is used inform your ISP	30 September 2024	Section 16 ' <a href="#">View data in detail</a> '
Data	Agree with your AVC provider(s) if you are going to provide AVC projections in certain circumstances and where <a href="#">approach 2</a> is used inform your ISP	30 September 2024	Section 16 – ' <a href="#">View data in detail</a> '
Data	Agree with your AVC provider(s) your AVC payable dates and where <a href="#">approach 2</a> is used inform your ISP	30 September 2024	Section 16 – ' <a href="#">View data in detail</a> '
Record keeping	Keep a record of how you agreed your AVC illustration date and the parties you communicated with in doing so	30 September 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 16 – ' <a href="#">View data in detail</a> '

Topic	Connection tasks	Suggested Due Date	More information
Record keeping	Keep a record of how you agreed whether to provide AVC projections in certain circumstances and the parties you communicated with in doing so	30 September 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 16 – ' <a href="#">View data in detail</a> '
Record keeping	Keep a record of how you agreed your AVC payable dates and the parties you communicated with in doing so	30 September 2024	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 16 – ' <a href="#">View data in detail</a> '
Data	Where your main scheme value data is already stored - check your pensions administration software system to make sure you can send this data to dashboards within the statutory timescales	30 September 2024	Section 17 – ' <a href="#">Timings to provide all view data</a> '
Data	Where your main scheme value data is out of date or you do not have value data stored on your pensions administration software, you will need to decide how and on what illustration date you are going to calculate this data and send it to dashboards within the statutory timescales	30 September 2024	Section 17 – ' <a href="#">Timings to provide all view data</a> '
Data	Consider introducing monthly data contributions (MDC) to achieve the timescales set out in this section	Ongoing	Section 17 – ' <a href="#">Timings to provide view data</a> '

Topic	Connection tasks	Suggested Due Date	More information
Data	If <a href="#">approach 1 &amp; 1A</a> is adopted and AVC value data is already stored- check with your AVC provider(s) to make sure they are able to provide AVC value data using the same illustration date as the main scheme benefits within the statutory timescales	30 September 2024	Section 17 – <a href="#">‘Timings to provide view data’</a>
Data	If <a href="#">approach 2</a> is adopted and AVC value data is already stored- check with your AVC provider(s) to make sure they are able to send AVC value data using the same illustrations date as the main scheme benefits, to you well within the timescales set out later in this section so that you can send AVC value data to dashboards within the statutory timescales	30 September 2024	Section 17 – <a href="#">‘Timings to provide view data’</a>
Data	If <a href="#">approach 1 &amp; 1A</a> is adopted and AVC value data is not already stored or it is out of date - agree with your AVC provider(s) how and on what illustration date (this date must be consistent with the date you have used to calculate the main scheme value data) they are going to calculate AVC value data and provide it to dashboards within the timescales set out later in this section	30 September 2024	Section 17 – <a href="#">‘Timings to provide view data’</a>

Topic	Connection tasks	Suggested Due Date	More information
Data	If <a href="#">approach 2</a> is adopted and AVC value data is not already stored or it is out of date -agree with your AVC provider(s) how and on what illustration date (this date must be consistent with the date you have used to calculate the main scheme value data) they are going to calculate AVC value data and provide it to you to send to dashboards within the timescales set out later in this section	30 September 2024	Section 17 – <a href="#">‘Timings to provide view data’</a>
Record keeping	Keep a record of how you decided / agreed to calculate main scheme and AVC value data, including where the value data is out of date or not present and the parties who you communicated with in doing so	Ongoing from the date of your decision	Section 7 <a href="#">‘Internal controls and record keeping’</a>  Section 17 – <a href="#">‘Timings to provide view data’</a>
Governance	You must: understand the operational information requirements; your responsibilities; discuss the operational information requirements with your ISP; and create separate processes to provide operational information that lies outside of the ecosystem	From the outset of implementation	Section 18 <a href="#">‘Operational information and reporting’</a>



Topic	Connection tasks	Suggested Due Date	More information
Record keeping	You must keep operational information for at least six years from the end of the scheme year to which it relates	From the DAP	Section 18 ' <a href="#">Operational information and reporting</a> '
Internal controls	You must create a plan to record the operational information and regularly review your plan to make sure the operational information is recorded and maintained	From the outset of implementation	Section 18 ' <a href="#">Operational information and reporting</a> '
Internal controls	You must have processes in place to identify breaches of the law and, if necessary, report them to TPR	From the DAP	Section 7 ' <a href="#">Internal controls and record keeping</a> '
Internal controls	You must have risk management processes in place, including processes for monitoring the resolution of issues between the scheme and any relevant third parties	From the outset of implementation	Section 7 ' <a href="#">Internal controls and record keeping</a> '
Record keeping	You must keep clear audit trails of how you took steps to prepare to comply with your pensions dashboards duties	From the outset of implementation	Throughout this guide
Record keeping	You must keep a record of steps taken to resolve any issues that arose, such as communications with third parties	From the outset of implementation	Throughout this guide

Topic	Connection tasks	Suggested Due Date	More information
Record keeping	You must keep a record of compliance as set out in MaPS reporting standards	From the outset of implementation	Section 7 ' <a href="#">Internal controls and record keeping</a> '  Section 19 ' <a href="#">Compliance and enforcement</a> '