

PENSIONS DASHBOARDS: 12 MONTHS TO CONNECT PENSION SCHEME CHECKLIST

March 2022

SCHEMES OF EVERY TYPE NEED TO GET READY FOR PENSIONS DASHBOARDS, WITH THE LARGEST HAVING ONLY 12 MONTHS LEFT. THE PLSA HAS PREPARED THIS SUMMARY CHECKLIST OF ACTIONS SCHEMES SHOULD TAKE NOW.

YOUR TOPICS	WHAT YOU SHOULD DO NOW
1. YOUR DASHBOARDS STAGING DEADLINE(S)	Find out your scheme's dashboards staging deadline date, or dates. See the table below for a summary guide to the different deadline dates published by the DWP in January 2022 as part of the indicative draft dashboards regulations.
2. YOUR KNOWLEDGE & UNDERSTANDING	Get familiar with the requirements. Keep visiting the PLSA Pensions Dashboards Hub and the Pensions Dashboards Programme (PDP) website, in particular the PDP Data Providers Hub . Always watch out for dashboards information coming soon from The Pensions Regulator .
3. YOUR COMPLIANCE PROJECT PLAN	Make a detailed plan for your scheme's compliance with the dashboards regulations: define the work required, secure a budget and appropriate resources, and put in place appropriate project governance controls to ensure delivery.
4. YOUR CONNECTION(S) TO THE ECOSYSTEM	Meet with all your administrators, pension providers and/or AVC providers to understand their plans to connect your scheme to the dashboards ecosystem. Consider if you should review alternative Integrated Service Provider (ISP) options.
5. YOUR CONTRACTS & OTHER DOCUMENTS	Update your administration and other relevant service contracts to include dashboards connection services. Consider other documentation changes needed, such as your data privacy notices. It is quite likely you will need to take advice.
6. YOUR MEMBER RECORD DIGITISATION	Ask your administrator(s) and/or provider(s) to confirm that none of your member records are held in non-digital format, or, if they are, by when they will have loaded them on to the main administration system.
7. YOUR PERSONAL DATA ACCURACY AND MATCHING	Ask your administrator(s) and/or provider(s) what steps they are continually taking to review the accuracy (not just presence) of the Surnames, Dates of Birth and National Insurance Numbers on all your deferred and active member records. Also confirm which elements of personal data they plan to compare against incoming Find requests, per the PASA Data Matching Convention Guidance .
8. YOUR PENSION INCOME DATA AVAILABILITY	Ask your administrator(s) and/or provider(s) to report on the completeness of pension income data, on all deferred and active member records, to meet the dashboards data requirements. Where it is incomplete, commission calculation automation work to be done well in advance of your scheme's staging deadline(s).
9. YOUR SUPPORT FOR MEMBERS' NEXT STEPS	After using a pensions dashboard, what will your members do next? For example, if many wish to contact your administrator for definitive retirement quotations, what will be the most cost efficient way for them to do that? Discuss with your administrator(s) how they plan to support increased demand.
10. YOUR MESSAGES TO YOUR MEMBERS	Plan what you will tell your members about pensions dashboards, and consider how your various existing scheme communications will need to change.

SUMMARY OF PENSIONS DASHBOARDS STAGING WINDOWS AND DEADLINES (TAKEN FROM SCHEDULE 2 OF THE DRAFT PENSIONS DASHBOARDS REGULATIONS 2022)

As an example, consider a defined contribution (DC) scheme used for automatic enrolment (AE) with a scheme year end of 31 December. If the number of deferred + active members included in this scheme's annual return to TPR for the year ended 31 December 2020 was 8,500, then the scheme is in Cohort 1(d), with a staging window of 1 to 31 October 2023, and a staging deadline date of 31 October 2023.

COHORT LABEL	STAGING WINDOWS (DEADLINE IS LAST DAY OF WINDOW)	PERSONAL AND STAKEHOLDER PENSION PROVIDERS	MASTER TRUSTS	DC USED FOR AE	OTHER DC	PRIV SECT DB	PUB SECT DB & CDC	
			NO OF DEFERREDS & ACTIVES IN SCHEME RETURN IN YEAR APR 20 - MAR 21					
2023	1(a)	Sat 1 Apr 2023 - Fri 30 Jun 2023	All (>1000 policies)	20,000+				
	1(b)	Sat 1 Jul 2023 - Mon 31 Jul 2023			20,000+			
	Aug 2023 staging break							
	1(c)	Fri 1 Sep 2023 - Sat 30 Sep 2023		10,000 - 19,999				
	1(d)	Sun 1 Oct 2023 - Tue 31 Oct 2023		5,000 - 9,999				
	1(e)	Wed 1 Nov 2023 - Thu 30 Nov 2023				20,000+		
	Dec 2023 staging break							
2024	1(f)	Mon 1 Jan 2024 - Wed 31 Jan 2024		2,500 - 4,999				
	1(g)	Thu 1 Feb 2024 - Thu 29 Feb 2024		1,000 - 2,499				
	1(h)	Fri 1 Mar 2024 - Sun 31 Mar 2024				10,000 - 19,999		
	1(i)	Mon 1 Apr 2024 - Tue 30 Apr 2024					All sizes	
	May 2024 staging break							
	1(j)	Sat 1 Jun 2024 - Sun 30 Jun 2024				5,000 - 9,999		
	1(k)	Mon 1 Jul 2024 - Wed 31 Jul 2024				2,500 - 4,999		
	1(l)	Thu 1 Aug 2024 - Sat 31 Aug 2024				1,500 - 2,499		
	1(m)	Sun 1 Sep 2024 - Mon 30 Sep 2024				1,000 - 1,499		

COHORT LABEL	STAGING WINDOWS (DEADLINE IS LAST DAY OF WINDOW)	ALL RELEVANT SCHEMES NUMBER OF DEFERREDS AND ACTIVES IN SCHEME RETURN IN YEAR APR 20 - MAR 21	
2024	2(a)	Tue 1 Oct 2024 - Thu 31 Oct 2024	
	2(b)	Fri 1 Nov 2024 - Sat 30 Nov 2024	
Dec 2024 staging break			
2025	2(c)	Wed 1 Jan 2025 - Fri 31 Jan 2025	
	2(d)	Sat 1 Feb 2025 - Fri 28 Feb 2025	
	2(e)	Sat 1 Mar 2025 - Mon 31 Mar 2025	
	2(f)	Tue 1 Apr 2025 - Wed 30 Apr 2025	
	2(g)	Thu 1 May 2025 - Sat 31 May 2025	
	Jun 2025 staging break		
	2(h)	Tue 1 Jul 2025 - Thu 31 Jul 2025	
	2(i)	Fri 1 Aug 2025 - Sun 31 Aug 2025	
	2(j)	Mon 1 Sep 2025 - Tue 30 Sep 2025	
	2(k)	Wed 1 Oct 2025 - Fri 31 Oct 2025	

The PLSA is here to help you prepare for pensions dashboards.

- The PLSA plays an active role in the Pensions Dashboards Programme (PDP). Keep following all the latest updates at the [PLSA Pensions Dashboards Hub](#) and the [PDP website](#).
- If you have any questions or comments about dashboards, please contact craig.rimmer@plsa.co.uk (PLSA Policy Lead: Master Trusts) or richard.smith@plsa.co.uk (PLSA Pensions Dashboards Consultant).