**DELEGATED RESPONSIBILITIES**

|  | **Delegation to Officer(s)** | **Delegated Officer(s)** | **Communication and Monitoring of Use of Delegation** |
|---|---|---|---|
| 1.01(d) | Other urgent matters as they arise. | PFM and either the CFM or COPR, subject to agreement with Chairman and Deputy Chairman (or either, if only one is available in timescale). | PFC advised of need for delegation via e-mail as soon as the delegation is necessary. Result of delegation to be reported for noting to following PFC. |

**Action taken** –

(a) The Committee held on the 27th September 2016 agreed to the creation of an Employer Liaison Team (ELT) within the Pension Administration Team. Since this meeting, further work to develop plans in relation to the responsibilities of the ELT have been carried out. It is envisaged that the ELT will consist of:
- One Principal Pensions Officer (new post)
- Four Pension Officers (new posts)
- One Pension Officer (existing post)
- One Communications Officer (existing post)

The additional salary costs relating to the five new posts is estimated to be in the region of £153,000 including salary on-costs. It is expected that a large proportion of this will be recharged to employers taking advantage of the services provided by this team via an increase in the employers' pension contribution rate.

(b) At the Advisory Panel on 11 October 2016, Mrs Helen Burnham, Pension Administration Manager, provided information relating to upgrading the existing service provided by Aquila Heywood (the administration system provider) to include external hosting of IT servers and data management. This 'Altair hosting' enhancement provides the following:
- Install, configure and test servers
- Ensure connectivity with the hosting service
- Network and system monitoring
- Installation of service packs, security and core application patches
- Data backup and restore
- Disaster recovery
- Security management
- Technical support
- Third-party software, including licensing

Currently FCC IT Department provides the servers on which the software is hosted and carries out regular backups although there is a recent issue with disaster recovery where the disaster recovery operating system had not been maintained by FCC IT department. The issue was still ongoing meaning that there will be a major issue if a disaster were to take place. Under hosting, Heywood would be responsible for this so it should remove what is currently a critical risk. Implementation of hosting prior to the implementation of Member Self-Service would result in a saving of £54,000 resulting in an additional one-off implementation cost of £24,585 and an annual fee of £108,730 (excluding VAT).