

## Appendix 1 - City of Westminster - 2016 Actuarial Valuation indicative timetable

Date	Activity	Who	Status
30 Jun 2016	Submit Fund accounts, employer cashflows and investment strategy information	Finance	Complete
8 Jul 2016	Submit employer information	HR	Complete
15 Jul 2016	Submit membership data extract	Surrey	Complete
15 Jul to 12 Aug 2016	Data Cleansing	Surrey/ Actuary	In progress
Week of 12 Sept 2016	Discussion of preliminary whole fund results, assumptions and indicative council results	City Treasurer / Finance / Actuary	
20 Sept 2016	Initial briefing of whole fund results to Pension Fund Committee	Actuary / Pension Fund Committee	
30 Sept 2016	Send data to GAD and calculate results on standardised basis	Actuary	
By 31 Oct 2016	Discussion of employer contribution rates	Actuary / Finance / City Treasurer as reqd.	
15 Nov 2016	Draft valuation report, proposed employer contribution rates and draft Funding Strategy Statement to Pension Fund Committee	Actuary / Pension Fund Committee	
Dec 2016 / Jan 2017	Consultation with employers re contribution rates and draft Funding Strategy Statement inc. Employer forum in December 2016	Finance / Actuary	
27 Feb 2017	Briefing to Pension Board on valuation results and Funding Strategy Statement	Actuary / Finance / Pension Board	
21 Mar 2017	Final valuation report and final Funding Strategy Statement approval	Actuary / Finance / Pension Fund Committee	
31 Mar 2017	Final valuation report and rates and adjustments certificate signed off	Actuary	
1 Apr 2017	New contribution rates applied to Payroll	Employers & BT	