

Appraisal Report

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Appraisal Report

Government Actuary's Department and predecessors

1870-2016

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Document History

Draft No	Date	Appraisal Stage	
1	31/01/2014	Department / Agency enters key information. Preliminary ideas expressed for the sort of material Department / Agency wishes to select. Executive summary completed in draft. Draft sent to TNA's IMC	
3	24/06/2016	Specific decisions for groups of records have been made and any 'review' has been recorded. This must be done through consultation between IMC and DRO but may involve a wider discussion between IMCs.	
4	15/12/2016	Draft (version 0.8). Submission of completed report to Records Decision Panel for approval.	
5	16/01/2017	Draft (version 0.9). Submission of completed report to Records Decision Panel for approval.	
6	15/02/2017	Draft (version 0.10). Submission of completed report to Records Decision Panel for approval	

Approvals

Name	Role	Date
Rod-Ward-Horner	IMC	25/05/2017
Mike Gerli	DRO (GAD)	15/12/2016
Aidan Smith	Head of Technical & Professional (GAD)	15/12/2016
	Records Decision Panel	

EXECUTIVE SUMMARY

The Government Actuary's Department is Non-Ministerial Department providing actuarial advice to Government and the wider public sector. In this report, several records series which document high-level operational work and its core statutory functions and activities have been selected for public preservation. The main subject areas of the records series identified include high-level occupational pension's policy discussions, the Hutton review into public service pension reforms (see - <http://webarchive.nationalarchives.gov.uk/20110601224856/http://www.hm-treasury.gov.uk/pensionscommission>) and the impact of recent government policy changes on actuarial factors. The records created detailing advice to the Department for Work and Pensions on private pension's policy and the operation of safeguards for pension schemes have been selected for public preservation. In addition, any records that document the calculation methodology and review of actuarial factors are worthy of permanent public preservation. The department produces many case files detailing actuarial valuations and scheme calculations but these have not been selected.

BACKGROUND INFORMATION

1.1 Name of Agency / NDPB/ Department / Division

Government Actuary's Department

1.2 Type of agency

Executive Agency	Non-Departmental Public Body	Trading Fund	Next Steps Agency	Non-Ministerial bodies	Libraries, Museums, Galleries	Research Councils
				X		

1.3 Annual budget (if an Agency)

GAD is not an agency. The annual budget is around £20m

1.4 Number of employees (if an Agency)

See 1.3.

GAD is not an agency. GAD has around 160 staff, predominantly professional actuaries or trainee actuaries.

1.5 History of organisation

Prior to 1912, when the British system of National Health Insurance started, there were practically no actuaries in the government service except for the few who were engaged on specific duties in the National Debt Office and the Estate Duty Office. Before this time, if a government department required such services, then an independent actuary would be employed in consulting practice. The occasions for such consultation were rare and arose mainly in connection with friendly societies and superannuation and pension schemes.

The development of the actuarial services of today started with the passing of the National Health Insurance Act 1911 which required the setting up of new government machinery. It was clear that the administrative departments would require a permanent actuarial organization and an 'Office' was therefore established to advise on actuarial and financial matters generally and to undertake extensive computations required under the scheme. The Head of this small department was given the official title '*Chief Actuary to the National Health Insurance Joint Committee*'. For many years the major part of the work of GAD related to national health insurance; particularly the valuation of approved societies concerned in the financial administration of the scheme.

The success of this post resulted in the advice of the Chief Actuary being sought by other departments on questions connected with health insurance initially but from 1914 the number and variety of matters referred to the Chief Actuary grew rapidly. In view of the increase in the work and responsibilities of the Chief Actuary, the Treasury in 1917 conferred a new title on this post; namely the '*Government Actuary*'. However, this post and its related staff remained as a sub-department of the National Health Insurance Joint Committee and their services were available to other departments only insofar as their duties under the Joint Committee might permit.

The Machinery of Government Committee of 1917 (chaired by Lord Haldane) recommended that, given the demand for actuarial work in all of the public services, the creation of a 'Government Actuary' post would be required whose services would be available to any government departments requiring actuarial services; rather than just one department. Following this recommendation, the Treasury created the post of the 'Government Actuary' in 1919 and constituted his office as a separate department. From this date, The Government Actuary's Department was one of the central government finance group associated with the Treasury under the general responsibility of the Chancellor of the Exchequer, who answers for it in Parliament.

GAD later became responsible for actuarial work in connection with the contributory pensions scheme introduced under the Widows', Orphans and Old Age Contributory Pensions Act 1925. Work was also carried by GAD on behalf of the Ministry of Labour and the Northern Ireland Ministry of Labour in respect of unemployment insurance.

The National Insurance Act 1946, which led to the introduction of a comprehensive scheme of national insurance and industrial injuries insurance in 1948, modified these duties and required the GAD to review the operation of these systems annually and to conduct a comprehensive financial inquiry every five years in Great Britain and Northern Ireland. GAD has similar duties under statute, or by arrangement, in connection with public service pensions and private

insurance. These duties include the provision of actuarial information and advice, review of schemes and assessments of funds in the case of the pensions of civil servants, national health staff, local government officers, teachers, police and fire service staff and other central or local officials. Similar duties are performed by GAD in respect of the pensions of members of Parliament. GAD was also responsible for the reviewing the valuations of friendly societies and for the returns of life assurance companies.

Over the course of the 20th century and beyond, GAD has developed its expertise in statistical analysis and financial matters where the use of actuarial techniques and services was required by public service bodies. The preparation of tables for the grant of government life annuities and, following each census of population, the creation of new national life expectancy tables has also been undertaken by GAD. It has also prepared estimates for future population trends and deals with miscellaneous inquiries on questions of mortality, morbidity, accident and other social statistics.

Initially, branches of GAD were maintained in Ireland, Scotland and Wales but these were closed in 1920, 1930 and 1933 respectively. Enquiries from Northern Ireland and Scottish departments are now dealt with by GAD's London office.

In 1989, a decision was made to replace the system of financing the department's actuarial consultancy services through an annual Parliamentary vote of funds with directly charging users for its services. The department recovers its costs through the fee income it receives from clients.

1.6 Functions, activities, and recordkeeping

An 'Actuary' is one who is an expert in statistical analysis. Actuaries provide analysis and commentary on complex problems involving risk and uncertainty. The Government Actuary's Department (GAD) mission is to support effective decision-making and robust reporting within government as the first choice provider of actuarial and specialist analysis, advice and assurance.

GAD works in a range of areas, including the following:

- Pensions - makes up a significant proportion of GAD's work, including policy advice to government departments; advice to scheme sponsors, managers and trustees; scheme design work; and measuring pension scheme costs.
- Social security - GAD provides regular reports to parliament on the financial position of National Insurance Fund ("the Fund") as required by legislation. These include an annual report concerning the impact on the Fund of the proposed up rating of benefits or changes in contributions, and a report every five years which estimates the balance of the Fund over the longer term.
- Insurance risk – GAD provides actuarial advice to government departments, public bodies and local authorities on life, general and health insurance related matters. We value contingent liabilities and provide advice on the underlying risks, which might arise from self-insurance or risk transfer schemes. We also assist in managing financial risks and, where our actuarial and insurance expertise is relevant, in developing government policy. Our analysis and advice apply to a wide range of challenges from climate change to social care funding.
- investment risk - GAD provide advice on investment aspects of pensions and insurance as well as undertaking specialist projects on the management of risk within UK government departments and financial institutions. GAD undertakes a wide variety of assignments for

public sector bodies on issues such as investment strategy, risk modelling, and project risk management.

- Modelling and quality assurance - GAD provides advice on financial and demographic modelling as well as other bespoke modelling services.

See also 2.2 below for more detail on these functions.

There is occasional paper records produced concerning the quinquennial review of the National Insurance Fund and advice and policy discussions with the Treasury on unfunded public sector pension schemes. Many published reports detailing the Government Actuary's recommendations to the UK Parliament are retained in the department's library. Some of the more recent reports are available on the website at the following link: <https://www.gov.uk/government/publications?departments%5B%5D=government-actuaries-department>.

Most of GAD's historic records are paper based registered (numbered) files and are managed using a database system to record title, location, disposition etc. These paper records are retained in a secure key-coded environment and the DRO and Deputy DRO make disposition decisions with specialist guidance of senior actuaries.

1.7 Name of the parent or sponsoring department (if an Agency).

The Financial Secretary to the Treasury lays the annual report before Parliament for scrutiny. However, GAD does not have a parent department as GAD is a non-Ministerial Department and its funding is budgeted to be entirely met from the fees charged to clients.

GAD is not an agency.

The Minister responsible for GAD on a day-to-day basis is currently the Financial Secretary to the Treasury. The Financial Secretary to the Treasury lays the annual report before Parliament for scrutiny. However, GAD does not have a parent department as GAD is a non-Ministerial Department and its funding is budgeted to be entirely met from the fees charged to clients.

1.8 Relationship with parent department (if an Agency)

See 1.7 above.

1.9 Relationship with other organisations (agencies / NDPBs / departments / other statutory bodies)

The work of the GAD overlaps with the Department for Work and Pensions (DWP) in relation to advice on government policy concerning work-based pension schemes. The department advises HM Treasury (HMT) on a range of policy issues relating to unfunded public sector pension schemes.

There are no statutory independent committees that monitor GAD's work but GAD adheres to relevant professional actuarial standards.

GAD reports directly to the House of Commons because its Annual Report and Accounts are presented to the House of Commons pursuant to Section 6 (4) of the Government Resources and Accounts Act 2000.

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SELECTION DECISIONS

2.1 Areas of Policy Work undertaken in the Agency

GAD is not an agency - see 1.7 above.

GAD plays an important role in the development of pension's policy for the public and private sectors through its advice to the Department for Work and Pensions (DWP), the Pensions Regulator, HM Treasury (HMT) and the Pension Protection Fund (PPF).

GAD advises the Treasury on a range of policy issues relating to unfunded public sector pension schemes. These have included issues relating to the costs of the schemes and also those relating to reorganisations of staff. From 2010, the department worked closely with the Treasury to assess the potential implications for actuarial factors of the introduction of the Consumer Prices Index (CPI) for pension scheme benefits uprating. They provided advice to the Treasury in connection with the 2011 Hutton review on the structure of public service pension provision.

Advice has been conveyed to DWP on government policy for occupational pension schemes. An example of this was the detailed regulatory framework for determining the transfer values payable from one pension scheme to another. The department worked with the DWP to advise on the structure and operation of the Financial Assistance Scheme (FAS) when the scheme came into force in 2007. GAD also advised the DWP on actuarial aspects of a diverse range of private pensions policy topics, including reforms made to the arrangements for contracting-out of the state second pension. Auto-enrolment has become a key topic in the world of pensions during the last couple of years and the GAD advises DWP on the qualifying scheme requirements for auto-enrolment and scheme certification. The treatment of pension rights on divorce is also a pensions issue which involves liaison between GAD and DWP.

The department advises the PPF on policy issues concerning the running of the FAS, which offers financial help to people who have had their pension scheme closed and also advice on developing methodologies to adapt defined benefit schemes' actuarial valuation results to meet PPF requirements. GAD also undertakes an independent review of the PPF's annual actuarial valuation. The department advised the Pensions Regulator in developing the actuarial aspects of its e-learning program for trustees.

2.2 Areas of High-level Operational Work undertaken in the Agency

GAD is not an agency - see 1.7 above.

The department undertakes several areas of high-level operational work and these have been summarised below in the main categories; public and private pensions policy advice, occupational pensions advice, investment and risk advice; actuarial modelling and analysis & insurance and social security advice.

Public and private pensions policy advice:

- advice to government on pensions policy for funded schemes
- advice on the regulation of funded and unfunded pension schemes
- costing of unfunded public sector schemes
- implications of policy on actuarial factors for public sector schemes
- reviews of public sector pension provision
- reforms on contracting-out of the state pensions system
- pensions indexation after retirement
- structure and operation of the Financial Assistance Scheme
- advice on the New Fair Deal pensions policy for TUPE staff transfers
- the qualifying scheme requirements for auto-enrolment and scheme certification
- treatment of pension rights on divorce

Occupational pensions advice:

- advice to government on occupational pensions arrangements
- consulting services for trustees and managers
- scheme design and reviews
- accounting for pension costs
- strategic investment reviews
- compliance services for funded and unfunded schemes
- advice to some clients in a formal 'Scheme Actuary' role as required under the Pensions Act 1995

Investment and risk advice:

- advice on investment of pensions and insurance
- project risk management in government and financial bodies
- investment strategy decisions for defined benefit and defined contribution schemes
- risk modelling, quality assurance and review

Actuarial modelling and analysis:

- actuarial modelling advice to governments and organisations
- financial modelling
- demographic modelling
- advice on model quality assurance approach
- advice on developing modelling framework, specification, data and reviews
- advice on full modelling lifecycle

Insurance & social security advice:

- advice to government and local authorities on health, life and general insurance
- managing insurance risks and valuing financial liabilities
- developing and understanding the impacts of government insurance policy
- quality assurance and peer review of insurance actuarial work
- advice to UK government and other countries on social security arrangements
- reports to Parliament on the financial position of the National Insurance Fund
- demographic and cash-flow projections for social security
- advice on financial implications of social security policy decisions

- transfers between social security and other pension arrangements
- advice on healthcare schemes
- cost of long-term care

2.3 Hybrid or Electronic Datasets / Business System

Files and Library Database - This was introduced in 2003 which holds audit records for the registration, tracking and management of physical records in relation to actuarial case work and financial transactions. There is a classification system including letters and numbers for all file references and additionally, file registration and description is assisted by the indexation of key search terms. Disposition information is recorded in the database at individual file level including records to be transferred to the National Archives. This is an internal system that will not be selected for permanent preservation

Factors database – A factor is a numerical figure used to determine the amount of money to be invested in order to provide a given amount of money in the future after investment. This database holds records of all actuarial pension factors that GAD is responsible for. This is an internal system that will not be selected for permanent preservation.

FOI and Enquiries database – This database records all freedom of information requests and general enquiries received by the department. This is an internal system that will not be selected for permanent preservation.

Staff intranet database – This database records basic staff information which is conveyed on the intranet staff list and organisation chart. This is an internal system that will not be selected for permanent preservation.

Conflicts of Interest database – This database records conflicts of interest in relation to the client work of actuarial teams. This is an internal system that will not be selected for permanent preservation.

Exam Registration database – This database records information on trainee actuaries who are registering for actuarial exams and their exam results. This is an internal system that will not be selected for permanent preservation.

Learning & Development database – This database records information on staff requests for learning and development and their approval by line managers. This is an internal system that will not be selected for permanent preservation.

GoldMine contacts database – This database records all the clients and contacts of actuarial teams and the basic information of those contacts. This is an internal system that will not be selected for permanent preservation.

HR Carval database – This database records all HR staff records and payroll information and functions as a time recording system for non-actuarial staff. This is an internal system that will not be selected for permanent preservation.

Open Accounts database – This database records all accounting transactions made in the conduct of departmental business. This is an internal system that will not be selected for permanent preservation.

e-Bis Time Recording database – This database is used for recording chargeable and non-chargeable time for actuarial staff and processing timesheets for actuarial staff. This is an internal system that will not be selected for permanent preservation.

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TECHNICAL REPORT: ANALYSIS OF RECORDS PRODUCED

3.1 Committee structure within the agency or parent department, including statutory committees directing the work of the organisation

Name of committee	Terms of reference	Select? Yes / No	Reasons for selection / non-selection, including comments on the quality of information
<i>GAD Management Board</i>	The Board is responsible for strategic direction, effective use of performance and resources, strategic risk, other decisions and advice and governance.	Yes	Minutes recorded on the intranet electronically dating back to mid-2008. They are high-level governance papers. Paper records from 1992-2007 are available for the GAD Management Board and the previous committee called the Directing Actuaries Meetings. [Indicate here whether high-level governance, or low-level advisory.] [Indicate whether: records are kept as paper, electronic, hybrid; papers are published on internet]
<i>GAD Executive Committee (ExCo)</i>	The Executive Committee is responsible for governance before the formal Management Board meetings.	No	Minutes have been recorded on the intranet electronically dating back to 2014. The Executive Committee was only set up in 2014. They are high-level governance papers but these are protectively marked 'Restricted – Management'. They are routine governance records of operational value but not historical value.

<p>GAD Support Operations Committee</p>	<p>The Support Operations Committee (SOC) oversees the day-to-day support operations of GAD to enable the Government Actuary and the Management Board to focus on the strategic management of the Department.</p>	<p>No</p>	<p>Minutes are recorded on the intranet electronically dating back to late-2011. They are high-level governance papers but these are protectively marked 'Restricted – Management'.</p> <p>The previous committee was called the Operations Committee and the minutes for this committee are recorded electronically and on paper going back to 2006. The Operations Committee was only set up in 2006. They are routine governance records of operational value but not historical value.</p>
<p>GAD Audit and Risk Assurance Committee</p>	<p>The Government Actuary, as the Accounting Officer for the Government Actuary's Department (GAD), has established an Audit and Risk Assurance Committee (ARAC) to support him in his responsibilities for issues of risk, control, governance and associated assurance.</p>	<p>No</p>	<p>Minutes are recorded electronically from 2007 onwards but these are protectively marked 'Restricted – Management'. They are routine governance records of operational value but not historical value.</p>
<p>GAD Change Board</p>	<p>The purpose of the GAD Change Board is to administer the range of projects aimed at improving ways of working and business efficiency in the department.</p>	<p>No</p>	<p>The GAD Change Board produces minutes electronically but these are protectively marked 'Restricted – Management'. They are routine governance records of operational value but not historical value.</p>

<p>GAD Business Development Groups</p>	<p>The purpose of the Business Development Groups is to develop business propositions to issue to current clients and prospective clients</p>	<p>No</p>	<p>The Business Development Groups don't produce minutes but only provide memos which are available electronically on the intranet. They are routine governance records of operational value but not historical value.</p>
<p>GAD Technical Committee</p>	<p>The purpose of the Technical Committee is to develop and maintain appropriate technical and professional practices across GAD. In particular, this includes promoting consistency and defensibility in the provision of client advice.</p>	<p>Yes</p>	<p>Paper records of the GAD Technical Committee with information dating from 2004 to 2010.</p> <p>Minutes are recorded on the intranet electronically dating back to 2004. The Technical Committee was only set up in 2004. They are high-level governance papers.</p>

3.2 Core / statutory functions and activities

Table: Core / statutory functions and activities performed and records created

1. Function / Activity	2. Record/s that document function / activity	3. Record creator / owner	4. Reason for record creation (e.g. statutory requirement)	5. Information on how records are registered, managed or arranged (volume created each year if known)	6. Selection Yes/No	7. Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
Policy decisions on unfunded public sector pension schemes	'(Ministerial) Official Committee for Occupational Pensions ((M)OCOP) papers from January 1983 to present day', 'Public Sector Pension Schemes - Interdepartmental Discussions', 'Advice to Treasury on specific (M)OCOP schemes' & 'Treasury Workforce, Pay & Pensions (WPP) - (M)OCOP' paper records series.	GAD "Advice to government" actuarial team	To document high-level policy decisions made by the (M)OCOP committee on unfunded public sector pension schemes.	Paper records are registered electronically on a surrogate database and are arranged in series.	Yes	High-level policy discussions on unfunded public sector schemes as part of the development of UK government pensions policy.
Actuarial factors - 2010 Consumer Prices Index (CPI) policy change &	'Public sector transfer arrangements' paper records series.	GAD "Advice to government" actuarial team	To document the impact that the 2010 CPI policy and SCAPE rate had on actuarial	Paper records are registered electronically on a surrogate database and are arranged in	Yes	Impact of the implementation of government policy 2010 CPI policy and SCAPE

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1. Function / Activity	2. Record/s that document function / activity	3. Record creator / owner	4. Reason for record creation (e.g. statutory requirement)	5. Information on how records are registered, managed or arranged (volume created each year if known)	6. Selection Yes/No	7. Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
2011 revised Superannuation Charge Adjusted for Past Experience (SCAPE) rate			factors.	series.		rate on actuarial factors.
Advice to the Treasury - 2011 Lord Hutton review on the structure of public service pension provision	'Treasury - policy proposals' paper records series.	GAD "Advice to government" actuarial team	To document advice to the Treasury in connection with the 2011 Lord Hutton review on the structure of public service pension provision.	Paper records are registered electronically on a surrogate database and are arranged in series.	Yes	Development of important UK public sector pension reforms of 2011 and the advice given to the Treasury.
Advice to DWP on government policy for occupational pension schemes	'Advice to DWP' paper records series (numerous series)	GAD "Advice to government" actuarial team	To document advice to DWP on a range of occupational pension scheme issues.	Paper records are registered electronically on a surrogate database and are arranged in series.	Yes	Details research and key evidence upon which policy formulation was based and the review and evaluation of policy.
Advice to DWP on the structure and operation of the Financial Assistance Scheme	'Advice to DWP' paper records series (mainly one series)	GAD "Advice to government" actuarial team	To document advice to DWP on the structure and operation of the Financial Assistance Scheme.	Paper records are registered electronically on a surrogate database and are arranged in series.	Yes	Development of government policy for the Financial Assistance Scheme and the advice given to DWP. Details research

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1. Function / Activity	2. Record/s that document function / activity	3. Record creator / owner	4. Reason for record creation (e.g. statutory requirement)	5. Information on how records are registered, managed or arranged (volume created each year if known)	6. Selection Yes/No	7. Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
						and key evidence upon which policy formulation was based and the review and evaluation of policy.
Advice to DWP on private pensions policy including contracting-out of the State Second Pension	'Advice to DWP' (mainly one series), 'Review of contracting-out rebates' & 'Treasury – high earners' pension tax relief and new annual allowance' paper records series	GAD "Advice to government" actuarial team	To document advice to DWP on private pensions policy.	Paper records are registered electronically on a surrogate database and are arranged in series.	Yes	Details research and key evidence upon which policy formulation was based and the review and evaluation of policy.
Advice to UK government departments and local authorities on life, general and health insurance related matters.	Reports to departments on financial risks.	GAD "Insurance, and Investment" actuarial team	To document the development of insurance policy.	Paper records are registered electronically on a surrogate database and are arranged in series.	Yes	Development of insurance policy and advice to government. Details research and key evidence upon which policy formulation was based.

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1. Function / Activity	2. Record/s that document function / activity	3. Record creator / owner	4. Reason for record creation (e.g. statutory requirement)	5. Information on how records are registered, managed or arranged (volume created each year if known)	6. Selection Yes/No	7. Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
Actuarial pension factors & advice updates.	Scheme calculations held in specific paper file series. Report to client with revised factors.	All GAD pensions teams	Statutory requirement for some public sector schemes.	Paper records are held on the calculation of factors. Database holds records of all actuarial pension factors that GAD is responsible for.	Yes	Useful for pension scheme members to see how factors are calculated.
Actuarial valuations for public and private sector pension schemes.	Scheme calculations held in specific paper file series. Valuation reports sent to the client is the final record.	All GAD pensions teams	Statutory requirement for some public sector schemes.	Paper records are registered electronically on a surrogate database and are arranged in series.	No	Only useful for specific scheme administrators
General pension scheme calculations & actuarial reports	Scheme calculations held in specific paper file series. Actuarial reports.	All GAD pensions teams	Statutory requirement for some public sector schemes.	Paper records are registered electronically on a surrogate database and are arranged in series.	No	Only useful for specific scheme administrators

3.3 Information in Special formats and systems

Table: Special formats

1. Description	2. Owner / Creator of series	3. Format of record (include how record / series is being managed)	4. Volume of series (current size and volume generated each year)	5. Selection Yes/ No	6. Reasons for selection / non-selection (refer to criteria within Records Collection Policy)
Files and Library database	Information Management team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Holds 12000 surrogate records of physical records and publications	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
Factors database	Actuarial Services team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Holds a set number of actuarial factors applicable to pension schemes administered by GAD.	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
FOI and Enquiries database	Information Management team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Records FOI requests dating back to the promulgation of the FOI Act in 2005 and general enquiries from 2008	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative

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			onwards.		records of operational value but not historical value.
Staff intranet database	Information Management team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Records all current staff and all staff who have left dating back to 2010.	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
Conflicts of Interest database	Senior Management team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Records around 40 conflicts in relation to the client work of actuarial teams.	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
Exam Registration database	HR team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Records all exam registration information of the 60 or so trainee actuaries working in GAD.	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
Learning and Development database	HR team	MS Access 2013. The system is accessible via a web system on the department's intranet.	Records around 125 records of all training courses staff have attended.	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative

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					records of operational value but not historical value.
GoldMine contacts database	Business Development manager	GoldMine 2014 version. The system is accessible via a web system on the department's intranet.	Records around 3000 records of all GAD clients and contacts	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
HR database	Carval HR team	Carval version 5.7. The system is accessible via a web system on the department's intranet.	N/A	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
Open Accounts database	Finance team	Open Accounts. The system is password protected and only available to authorised Finance personnel.	N/A	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative records of operational value but not historical value.
e-Bis Recording database	Time Finance team	e-Bis version 2. The system is password protected and only available to authorised Finance personnel.	Records all timesheets processed for the 140 or so actuarial staff.	No	This is an internal business system that will not be selected for permanent preservation. It contains routine administrative

					records of operational value but not historical value.
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3.4 Publications

The main publications detailing information on GAD and its functions and impact can be found here:

<https://www.gov.uk/government/organisations/government-actuaries-department/about#corporate-reports>

3.5 Scientific records

No scientific records are produced by the department as it is a financial consultancy.

3.6 Significant issues and events

Year	Description	Selection Criteria
2004-2005	Morris Review of the actuarial profession	Independent review of the actuarial profession which will have impacted on the work of the department.
2003-06	Occupational pension scheme framework	Work leading up to, and implementing the requirements of, the Pensions Act 2004, including the reform of pension scheme funding arrangements, and the establishment of the Pensions Regulator, Pension Protection Fund and the Financial Assistance Scheme.
2010	Pension scheme indexation changes	Change in indexation of public service pension schemes (and minimum requirements for private sector schemes) from RPI to CPI.
2010-15	Hutton review of public service pensions	Government report into public service pension provision, and subsequent advice leading up to the introduction of the Public Service Pensions Act 2013 and the implementation of its provisions.
2013-16	State pension changes	Work leading up to, and analysing the effects of, the introduction of the new state pension from April 2016, including the abolition of contracting out and the introduction of statutory reviews of state pension age (in the Pensions Act 2014).

3.7 Internal Administration

These are records that support the ongoing business of GAD retaining administrative value but that have little or no secondary (historical) value that would identify them as worth preserving permanently. Where the '**Selection Y/N?**' is marked as 'No' in the above sections they can be classed as 'administrative value only'.

4. Additional information and follow-up

Few records have been preserved at the National Archives (TNA) by GAD to date. Those records that have been preserved comprise the following.

- ACT 1 – Correspondence and Papers, 1870 to 1995
- ACT 2 – Approved Societies Valuations, Representative Papers, 1918 to 1948.
- ACT 3 - Government Actuary's Department: Annual Reports, 1984 to 2004
- ACT 4 - Government Actuary's Department Website, 2004 to present.

The GAD's website (ACT 4) has been preserved on the UK Government Web Archive from 2000 to 2015. See - http://webarchive.nationalarchives.gov.uk/*/http://www.gad.gov.uk/. Consequently, any records identified for presentation in this report which are contained on the GAD website will not require separate duplicate preservation at TNA, if they originated in paper format, unless they differ significantly from the published digital versions of the records.

4.1 Additional Checks

TNA has checked with HM Treasury concerning their records for the (M)OCOP records post-1983; to consider whether they have a full collection of this Committee's records that can be preserved permanently. HM Treasury has confirmed that they do not hold a full set of (M)OCOP records. Consequently, they have advised that their records should be selected from the GAD to ensure the preservation of a full run of records from 1983.

4.2 Implications of this report for the selection of records held in related departments / agencies

Treasury's (M)OCOP records are to be selected from GAD. Consequently, they do not need to be selected from HMT.

4.3 Implications of the report for the review and selection of paper records relating to the functions covered here

Some records originally created by HMT Treasury will be preserved by the GAD.