

**Wiltshire Pension Fund Board - Actions Log**

<b>Minute reference</b>	<b>Section</b>	<b>Meeting Action</b>	<b>Task owner</b>	<b>Target date for completion</b>	<b>Completed and reported to last meeting</b>
59 (11/10/18) (Was 13.3)	Governance (Fund Delegations and Controls)	To request the development of a formal record of Brunel, Committee and officer delegations in respect of; a) clarifying where different responsibilities should sit; b) the flow of communications between the various parties; and c) the level of decision making assigned to each party	AC	31/03/2021 (ASAP)	
35 (23/05/19)	Administration (Data Reconciliation)	A sub-plan had been prepared in respect of the Payroll & Pension database reconciliation. An update on the reconciliation would be provided in six months.	AC	14/11/19	18/02/2021 - Minute 127
83 (14/11/19)	Administration (Communications Strategy)	To track the take up of the digital communications so that adequate monitoring can take place and communication continued with those not using digital platforms	AC	15/10/20	18/02/2021 - Minute 104 (Remove as an action)
83 (14/11/19)	Administration (Communications Strategy)	Information on digitalisation should be made available on all platforms to avoid issues and meet compliance	AC	15/10/20	18/02/2021 - Minute 104 (Remove as an action)
12 (13/02/20)	Governance (LPB Budget)	To propose that the Local Pension Board monitor their budget on a quarterly basis. The Local Pension Board budget monitoring will form part of the quarterly budget report which is reviewed by the Wiltshire Pension Fund Committee	RV	16/07/20	18/02/2021 - Minute 104 (Remove as an action)
73 (06/08/20)	Governance (Cyber Security)	Fund officers to work with ICT to develop an annual report for submission to the Fund's Board & Committee	AC	31/08/21	
73 (06/08/20)	Governance (Cyber Security)	From 2021 the scope of the SWAP internal audit on GDPR is broadened to include internal controls relating to system access & request key security audits of ICT	RB	31/08/21	

86 (15/10/20)	Administration (Discretions Policy)	Approved amendments to the Administering Authority Discretions Policy and officers plans to undertake a further review either later in 2020 or early 2021	AC	18/02/21	18/02/2021 - Minute 111
88 (15/10/20)	Governance (Board Insurance)	The Board recommended to extend the insurance cover for one year and to seek written assurances from Wiltshire Council and to await the updated SAB advice before deciding to withdraw or extend the insurance policy. In the event that no assurance was obtained, a further review on the need for insurance would be undertaken	RB	18/02/21	18/02/2021 - Minute 117
89 (15/10/20)	Governance (SWAP Audit 2020/21)	An update on any outstanding recommendations would be brought forth to the Board in February 2021 to reassure members that action was being taken	AC	18/02/21	On agenda
90 (15/10/20)	Governance (SWAP Audit 2021/22)	In the event that Audit Committee did not sign off the qualified Annual Report & Accounts 2018/19 then the Pension's Committee should request a written report outlining a resolution from the Audit Committee. This also included the 2019-20 accounts.	RB	20/05/21	18/02/2021 - Minute 122
90 (15/10/20)	Governance (SWAP Audit 2021/22)	The Board recommended that Fund officers request sight of SWAP Internal audit reports from other key service areas subject to the adherence of Council protocols.	RB	19/08/21	
100 (15/10/20)	Governance (BPP Governance review)	Officers to update the Board of the outcomes of their BPP meeting	JD	18/02/21	18/02/2021 - Minute 128
104 (18/02/21)	Governance (Actions log)	In the event that the 2019-20 Annual Report and Accounts were not signed off by the Audit and Governance Committee at their next meeting on 28 April 2021, the Board should give the matter further consideration	MS	20/05/21	On agenda
110 (18/02/21)	Governance (Training)	To monitor members' training records and self-development progress on a no more than sixth-monthly basis	MS	11/11/21	
113 (18/02/21)	Governance (Business Plan)	To recommended that the planned Business Plan actions were reordered by level of service priority	AC	30/03/21	30/03/2021 Committee Minute - 251

114 (18/02/21)	Governance (Budget monitoring)	To recommended that the draft Local Pension Board budget be reduced by £2,000	AC	30/03/21	30/03/2021 Committee Minute - 252
118 (18/02/21)	Governance (GCS)	Officers should change the Governance Compliance Statement to include external assurance in conjunction with any confirmed changes arising from the Scheme Advisory Board's Good Governance Review	RB	17/02/22	
122 (18/02/21)	Governance (Overseas pensioner existence exercise)	A further update should be provided at the next Board meeting of the outcome of the remaining non-respondes	AC	20/05/21	On agenda
127 (18/02/21)	Governance (Payroll reconciliation)	Further updates on the project to be brought to all future meetings until the situation is resolved	AC	20/05/21	On agenda