

Wiltshire Pension Fund Board - Actions Log

Minute reference	Section	Meeting Action	Task owner	Target date for completion	Action commentary (To include progress & secondary actions)	Completed and reported to last meeting
41 (12/07/18) (Was 12.15)	Investment (ISS)	To note the Investment Strategy Statement agreed for final publication. To recommend, upon next review of the Investment Strategy Statement by Committee, that: a) reference is made to ESG policy and that ESG policy is reviewed in light of a forthcoming government consultation paper on final salary pension schemes in respect of ESG b) an annex be included to illustrate the Fund's compliance with Regulation 7.	JD	30/06/2020 (Was October 2019)	The planned review of Investment Strategy Statement and Strategic Asset Allocation will be conducted over the coming months. Factors arising from Environmental Social Governance concerns will be addressed throughout this process of planned review. Fossil fuels policy being updated by JD	21/05/2020 - Minute 39
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)	The ToRs for the Committee & Board & were approved on 21st July 2020. The GCS & ISC ToR are now under review. In addition, to the attachment on this minute RB drafted an officers delegation policy on 20th November 2018. BPP Governance ToR to be drafted by the end of 2020, with an interim update at the end of August. Re-dated from November 2019 in consideration of the development of BPPs own governance arrangements by December 2020.	

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	An update on this area of work was provided as part of the internal audit update. More information to be provided as part of the Fund update. General updates are provided quarterly as part of the Fund update paper.	18/02/2021 - Minute 127
54 (22/08/19)	Governance (Internal Audit Report)	The Board noted the the action plan suggested by officers addressing the areas of non-compliance within the timeframes indicated. Officers would sample test responses received from managers during further self-assessments	RB	21/05/20	See Report in 22/08/19 meeting pack folder on SharePoint. Subject to the Committee agreeing the proposed Audit Plan for 2020/21	21/05/2020 - Minute 45
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	Email to Samantha on 18/2 to request the Fund's strategy on digital communications. For ABSs, a breakdown of digital/non-digital usage was outline in the Committee and Board papers (see 15/10/2020). In general, the take of MSS is visible in Appendix 4 of the KPIs. All members have been given the option to opt into paper communications. Board agreed to close as information is included within KPIs.	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	All key correspondence already makes our approach clear. Board agreed to close as information is included within KPIs.	18/02/2021 - Minute 104 (Remove as an action)

83 (14/11/19)	Administration (Communications Strategy)	To note in the annual report that monitoring of digitalisation communications was taking place.	RB	21/05/20		21/05/2020 - Minute 37
8 (13/02/20)	Governance (MiFID II Compliance)	The Board recommended that substitute Committee members ensure that they are MiFID II compliant should they need to stand in for a member	JD	03/12/20	Substitute Committee members sitting on the ISC will need to sign the self-certification form in Q4 each year	16/07/2020 - Committee Minute 158
9 (13/02/20)	Administration (McCloud)	Officers to contact the SAB to ask for guidance on how to keep members updated on the McCloud case implications	AC	21/05/20	Communication guidance to members to be considered during August at SWAPOG	21/05/2020 - Minute 36
9 (13/02/20)	Administration (Website)	Officers to feedback on employer's reception to the new employer website at the next Board meeting	AC	21/05/20		21/05/2020 - Minute 37
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	Timing of the meeting didn't enable quarterly budget monitoring. Will be undertake at 24th September Committee meeting. Board agreed to close as information is b/fwd regularly.	18/02/2021 - Minute 104 (Remove as an action)
12 (13/02/20)	Governance (LPB Budget)	Officers to approach Wiltshire Council's Insurance team to enquire about cover provided by alternative providers for LPB insurance	RB	15/10/20	RB liaising with Richard Wood. See email dated 14th September 2020. See Minute 88	15/10/20 - Minute 88
17 (13/02/20)	Governance (MiFID II Compliance Strategy)	To raise the Fund's MiFID II arrangements with BPP for their acceptance	JD	27/02/20	Minute 19 (06/08/20) It was agreed to remove the item " <i>To raise the Fund's MiFID II arrangements with BPP for their acceptance</i> ", from the actions log	06/08/2020 - Minute 71 (Remove as an action)
18 (13/02/20)	Governance (Audit Report)	Officers to liaise with Wiltshire Council's IT dept, & Heywood's concerning the essential oversight arrangements that the Fund should develop	RB	15/10/20		06/08/2020 - Minute 73

42 (21/05/20)	Governance (Risk Register)	To note the risk register and recommend the changes/actions made by officers in points 5 and 8 of their report be submitted to the Committee.	RB	16/07/20		16/07/2020 - Committee Minute 166
46 (21/05/20)	Actuarial (Valuation)	The Head of Pensions Administration and Relations to circulate a link to the final valuation report to the Board following the meeting	AC	31/05/20		Completed soon after the last meeting
64 (06/08/20)	Accounting (Audit)	To recommend to Committee that an audit into the Brunel cost savings should be included in the next financial year, 2020/21	JD	31/07/21		17/12/2020 - Committee Minute 215
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	RB	31/08/21	AC email dated 17/12/20 to Richard Carter	
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	Key ICT audits include 1) Cyber Security framework 2) ICT Strategy	
73 (06/08/20)	Governance (Cyber Security)	To recommend that the report is submitted to the WPFC, and that a senior officer from ICT alongside the Cabinet Member for ICT, attend the Committee meeting, to give a technical briefing on the Council incident in February and the actions being taken to implement improvements in that area going forward	RB	24/09/20	1) To explain the finding of the ICT failure in February 2020 2) The decision making rationale concerning the prioritisation of the Fund's services compared with the Council as a whole, which may infer a conflict of interest in strategic planning	24/09/2020 - Committee Minute 166
85 (15/10/20)	Governance (Training)	The Board unanimously approved their own use of this training platform	RB	18/02/21	RB wrote to Hymans advising Board's decision on 21st October	17/12/2020 - Committee Minute 210
85 (15/10/20)	Governance (Training)	The Board unanimously recommended that the Committee members & their substitutes also adopt the introduction of this training platform for the next two years	RB	17/12/20	Committee accepted the Board's recommendation	17/12/2020 - Committee Minute 210

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	AC to resubmit Discretions Policy to Board after any additional amendments made. Note: The Board asked for the next update to be brought to the Board first for comments before going to the Committee for approval	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	To update the Board on developments since their October meeting	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		
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	To update the Board on developments since their October meeting	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	Such reports should be provided to the Board & Committee to fulfil their oversight functions. Namely the Payroll & ICT departments	
92 (15/10/20)	Governance (Risk Register)	That the matter of Accessibility Regulations be added to the risk register	RB	17/12/20		17/12/2020 - Committee Minute 217
100 (15/10/20)	Governance (BPP Governance review)	Officers to update the Board of the outcomes of their BPP meeting	JD	18/02/21	A meeting with the CEO and Chair of Brunel had been organised and accepted for the 25 November 2020	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		
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		
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		
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		
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		