

Local Pension Board Action log

A full action-tracker showing complete and pending items is included to monitor progress from the last 3 Board meetings. Actions identified prior to this are include only where they remain outstanding. Actions in bold denote where the action is a formal recommendation of the Board.

	Action	Who	Deadline	Completed
	January 2016			
3.5	To recommend that officers communicate the implications of the public sector exit cap to the Fund's members once known	AC	June 2018	
3.12	To recommend that officers review the charge-out rate for the calculation of costs from persistent failure to meet targets or resolve cases to ensure it is in line with other Funds.	AC	September 2018	
	April 2016			
4.7	To endorse the Governance Compliance statement and recommend that lay membership and voting rights be reviewed following the proposed asset pooling as part of the compliance process and pooling arrangements.	AC/NW	January 2018	
	January 2017			
7.15	To request that SWAP benchmark the fund against other similar funds in a future audit report.	AC/SWAP	March 2018	
7.20	To request that a benchmarking exercise is undertaken against the training undertaken by Board members of other Funds.	LJ	July 2018	

	April 2017			
8.1	Re-classify action 3.5 in respect of the public sector exit cap to end of 2017.	LJ	July 2017	
8.2	To circulate SAB Chair's statement on investment pooling.	NW	ASAP	
8.3	To recommend that officers monitor Ministerial, national LGPS Scheme Advisory Board (SAB) and Pensions Regulator statements and include this in updates to the Board when appropriate.	AC	Ongoing	
8.4	To request that officers establish who the named Data Protection Officer is for the Wiltshire Pension Fund.	AC	May 2018	
8.5	To note that a report on data protection and quality standards would be presented to a future meeting and request this report include key risks for data management.	AC	May 2018	
8.6	To note the proposed KPIs for measuring the summary of the Fund's performance against key performance indicators and to request that statutory timeframes for administration processes are factored into the KPIs.	AC	January 2018	
8.7	To recommend that once the KPI process is established it is developed to allow comparisons to be made against other Funds and to identify the administration costs associated with each process.	AC	April 2018	
8.8	To recommend that consideration is given in the future to developing a graduate recruitment programme for the Fund.	AC/NW	April 2018	
8.9	To provide feedback from the Fund's AGM.	DA	July 2017	
8.10	To recommend the complaint form for internal disputes be amended to	DA	ASAP	

	clarify applicability in respect of spouses and co-habiting partners.			
8.11	To defer the decision on insurance indemnity to the next meeting to allow for consultation with other Funds within Brunel Pension Partnership.	DA	July 2017	
8.12	To note the Investment Strategy Statement and associated future review process in 12-18 months time in light of asset pooling.	NW	April 2018	
8.13	To note the update on the progress of Brunel Pension Partnership and request a future briefing on the fund's revised governance structures in light of asset pooling.	DA	July 2017	
	July 2017			
9.1	Officers to circulate the Pensions Regulator toolkit to Cllr Britton	CD	ASAP	
9.2	Officers to include details of the LPB as an appendix to the Governance Compliance Statement.	DA	ASAP	
9.3	Officers to reduce the MiFidII risk to amber on RAG status.	DA	ASAP	
9.4	To update actions 6.21, 6.8 and 8.12 on the action log.	LJ	October 2017	
9.5	To recommend the Fund reviews resource allocated to fulfilling its statutory requirements.	AC	Ongoing	
9.6	To recommend future SoA reports contain the details of key management personnel and wording describing the role of the Local Pension Board be amended to reflect that it provides advice and support to the administering authority.	NW	July 2018	
9.7	To recommend that resource be directed to address risks identified in the internal audit report in respect of reconciliations and data	AC	January 2018	

	management.			
9.8	To support plans for future AGMs to coincide with the publication of the Annual Report and recommend officers review the format in response to the needs of employers and scheme members.	AC/NW	September 2018	
9.9	To delegate authority to officers, in consultation with the Chairman, to amend the LPB Annual report to track tPR checklist compliance and the implementation of Board recommendations using a RAG status.	AC	ASAP	
9.10	To add additional comments to the draft SAB survey response to support more collaboration and benchmarking between Boards.	Chairman	ASAP	
9.11	Members to feedback comments on the Fund's website prior to the next meeting.	Board	October 2017	
9.12	To recommend costs transparency be factored into the Wiltshire Pension Fund and Brunel Pension Partnership manager appointment process.	NW	April 2018	
9.13	To review the timetabling and work plan of Board meetings following consideration of the SAB survey results.	AC	January 2018	
9.14	To remove the item on external audit from the Work Plan for the October meeting.	DA	October 2017	
9.15	To approve the purchase of an insurance indemnity policy for the Board for the minimum amount (£1m) at the least cost, and to review the issue in 12 months.	DA	ASAP	
9.16	Officers to include Disputes and Complaints training material in Members' Handbook.	CP	ASAP	
	October 2017			
10.1	To update the action log with the following changes: 3.1, 5.12, 6.8, 6.18, 7.14, 9.16 mark as complete	LJ	ASAP	

	7.15 deadline changed to March 18 7.20 deadline changed to July 18 8.4 and 8.5 deadline changed to May 18 9.12 deadline changed to April 18 4.7, 8.6 and 9.13 deadline changes to Jan 18 3.5 deadline changed to June 18			
10.2	Officers to progress a new website hosted by Hymans to include an FAQ page for members.	AC	ASAP	
10.3	January Local Pension Board meeting to be moved to February 2018.	LJ	ASAP	
10.4	Members to review their Register of Interest and professional bio.	Board	ASAP	
10.5	To include an audit against tPR Code of Practice 14 as part of the 2018 internal audit plan.	AC	January 2018	
10.6	To request any risks for the Fund arising from the GMP reconciliations project be reviewed once the exercise is complete.	AC	December 2018	
10.7	To request that in 2018 if employers have not submitted complete and correct data to the Fund over a three year period, they be contacted to investigate the route cause, and if there is no resolution, consideration be given to reporting them to the Pension Regulator.	AC	September 2018	
10.8	To encourage the Fund to charge employers for late contributions in accordance with the current WPF policy.	NW	March 2018	
10.9	Members to review other Fund websites hosted by Hymans and provide feedback.	Board	ASAP	
10.10	To provide a flow chart to outline the delegated and reserved decision-making process within Brunel Pension Partnership to improve transparency.	NW	December 2018	
10.11	Officers to present a report on the Fund's compliance with GDPR to the April	AC	April 2018	

	2018 meeting.			
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