

Wiltshire Pension Fund Board - Actions Log					
Minute reference	Section	Meeting Action	Task owner	Target date for completion	Date completed
13 (25/01/17) (Was 7.15)	Governance (Internal Audit Report)	To request that SWAP benchmark the fund against other similar funds in a future audit report.	AC	22/08/2019 (Was 13/02/19)	
42 (13/07/17) (Was 9.9)	Governance (LPB Annual Report)	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	22/08/2019 (Was Sep '19)	
44 (13/07/17) (Was 9.13)	Governance (SAB LPB Survey)	To review the timetabling and work plan of Board meetings following consideration of the SAB survey results	AC	23/05/2019 (Was 2019)	03/05/19
76 (18/10/17) (Was 10.10)	Investment (BPP Update)	To provide a flow chart to outline the delegated and reserved decision making process within Brunel Pension Partnership to improve transparency	JD	23/05/2019 (Was 2019)	
9 (15/03/18) (Was 11.4)	Governance (Annual Business Plan update)	To request that future Business Plans updates include new items which have occurred since the business plan was first produced and include items that have rolled-forward from previous plans	AC	23/05/2019 (Was 2019)	14/03/19

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31 (12/07/18) (Was 12.3)	Accounting	To recommend the following technical amendments to the accounts: 1) Under 'Local Pension Board' include a reference that the LPB also has an oversight function to ensure the Fund is compliant with the Pensions Regulator 2) Split the figures for cash and derivatives, or remove the figures for derivatives in the accounts where this is zero 3) Remove zero figures in the accounts 4) Under 'Basis of Preparation', wording to be updated to reflect the regulatory status of the approach taken 5) Include Brunel Pension Partnership, Local Pension Board 6) AVCs be included in the accounts, and the wording in accounts be amended to reflect this since there are specific requirements about which AVCs that should be disclosed transactions and key management remuneration in 'related party transactions' in the accounts. The note the CIPFA guidance recommends more disclosure over these transactions	MT	22/08/2019 (Was July 2019)	
31 (12/07/18) (Was 12.4)	Accounting	To recommend the compliance with the CIPFA disclosure agreement is factored into the 2018/19 accounts.	MT	22/08/2019 (Was July 2019)	
35 (12/07/18) (Was 12.9)	Governance	To request an update on actions to support compliance to tPR Code 14 within the next 6 months.	RB	22/08/2019 (Was January 2019)	
36 (12/07/18) (Was 12.11)	Governance	To request an update on action against internal audit recommendations at a future meeting.	AC	23/05/2019 (Was January 2019)	
37 (12/07/18) (Was 12.13)	Governance (Scheme Legal, Regulatory and Fund update)	To request new CIPFA updates and publications be included in future scheme updates.	AC	22/08/2019 (Was January 2019)	

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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	01/11/2019 (Was October 2019)	
48 (12/07/18) (Was 12.18)	Investment (BPP Update)	To note the update on the progress of Brunel Pension Partnership and request an update in 2019 on whether the pool was on track with forecasting savings and transactions	JD	23/05/2019 (Was April 2019)	
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	01/11/2019 (ASAP)	
60 (11/10/18) (Was 13.4)	Governance (External Audit report)	Officers to discuss with the internal auditors about specific requirements for 2018/19 and the checking of compliance with previous audit recommendations	AC/RB	22/08/2019 (ASAP)	
64 (11/10/18) (Was 13.6)	Governance (tPR Presentation)	To request a further update from the Regulator in 12 months time	RB	26/09/2019 (Was Oct '19)	29/04/19
66 (11/10/18) (Was 13.7)	Governance (Scheme Legal, Regulatory and Fund update)	To request the addition of the DWP survey to future updates	AC	23/05/2019 (ASAP)	

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67 (11/10/18) (Was 13.8)	Governance (Risk register)	To request officers regularly review cyber security and add this to the Risk Register if appropriate	AC	23/05/2019 (Ongoing)	24/01/19
8 (24/01/19)	Administration (New Software)	With the introduction of new software and use of new online services an update should be brought by officers to Board and Committee in 12 months to allow assessment of efficiencies and cost-reductions derived from these services	AC	23/05/2019 (Was Jan '20)	24/01/19
11 (24/01/19)	Investment (Training policy)	The Investment Manager would coordinate the annual MiFID II competence arrangements	JD	01/11/2019 (Was Oct '19)	
13 (24/01/19)	Governance (tPR Presentation)	The Fund Governance & Performance Manager would liaise with the Regulator concerning the content of their presentation to the Local Pension Board	RB	26/09/2019 (Was Jul '19)	
14 (24/01/19)	Governance (tPR Presentation)	Officers would look into adopting a revised template for the risk register which uses inherent and residual risk as proposed by the Associate Director for Finance and Procurement	AC/RB	23/05/2019 (Was May '19)	