

Wiltshire Pension Fund Board - Actions Log					
Minute reference	Section	Meeting Action	Task owner	Target date for completion	Date completed
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)	22/08/19
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)	22/08/19
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)	22/08/19
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/JD	01/11/2019 (ASAP)	
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)	Suggest removal as n/a
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)	

24 (23/05/19)	Governance (Actions log)	That reference numbers on the Action Log would be made clearer and that actions would also be RAG rated.	RB	22/08/19	22/08/19
30 (23/05/19)	Governance (Internal controls)	The Board would receive an update in six months on the progress of resolving the Key Controls and GDPR audit recommendations.	AC/JD	14/11/19	
32 (23/05/19)	Governance (Risk Register)	To develop the risk register by providing more detail about specific actions taken to mitigate risk & to sense check information to ensure consistency	RB	18/07/19	18/07/19
33 (23/05/19)	Administration (KPIs)	To implement the recommended changes to the Administration KPI reports which are submitted to Board and Committee: a). Re-order disclosure requirements to beginning (completed) b). Add a trend line for the disclosure requirements (outstanding) c). Add a chart to show new joiners (completed) d). Complete new joiners part of CIPFA template (outstanding)	AC	18/07/19	Partially completed, others will aim for Oct.
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	
37 (23/05/19)	Governance (LPB Annual Report)	The LPB Annual Report was approved for publication, subject to two corrections being made.	RB	18/07/19	31/07/19
38 (23/05/19)	Investment (ISS)	It was recommended that Officers submit to the committee the Unison report on LGPS and ESG as part of addressing the fund's Investment Strategy	JD	18/07/19	18/07/19