

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 | 13/02/2020 (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 | 13/02/20 | |
| 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) | 22/10/2019 (now N/A so will remove) |
| 11 (24/01/19) | Investment (Training policy) | The Investment Manager would coordinate the annual MiFID II competence arrangements | JD | 28/11/2019 (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 | 14/11/19 |
| 33 (23/05/19) | Administration (KPIs) | To implement changes to the Administration KPI reports submitted to the Board | AC | 18/07/19 | Partially complete |
| 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 | (Target Feb 2020) |
| 53 (22/08/19) | Governance (tPR Breach reporting) | All members agreed that completion of tPR's on-line pension training toolkit should constitute a minimum training requirement and where a member had not completed that training it should be completed within 6 months of their appointment. | Members | 13/02/20 | |
| 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 | 13/02/20 | |
| 54 (22/08/19) | Governance (Internal Audit Report) | The Board noted that the commissioning of an annual Fund audit plan should be undertaken at an oversight level and that the Fund should seek to work with the Audit Committee to timetable the audit cycle | Members | 14/11/19 | |
| 55 (22/08/19) | Governance (tPR Report) | Officers to request cyber-security reports from Heywoods & Wiltshire Council IT | AC | Aug-20 | |
| 57 (22/08/19) | Governance (Risk Register) | Officers would alter the risk rating on risk PEN041 | RB | 14/11/19 | 17/09/19 |
| 58 (22/08/19) | Administration (PAS) | Officers to submit the Fund's revised Pension Administration Strategy document for review at the Board's November meeting | AC | 14/11/19 | 14/11/19 |
| 59 (22/08/19) | Governance (LPB SAB Survey II) | The Chair agreed to submit the prepared responses to SAB on issuance of the formal survey | HP | 14/11/19 | |
| 61 (22/08/19) | Governance (Committee & Board roles) | That Officers would take forward the revision of Terms of Reference and enhance the relationship of Committee and the Board | AC | 01/02/20 | |