

Wiltshire Pension Fund Board - Actions Log					
Minute reference	Section	Meeting Action	Task owner	Target date for completion	Date completed
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)	
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)	
33 (23/05/19)	Administration (KPIs)	To implement changes to the Administration KPI reports submitted to the Board	AC	18/07/19	
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	
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	21/05/20	
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	
76 (14/11/19)	Investment	For officers to produce metrics to compare the carbon footprint of the funds with the Environmental Agency	JD	13/02/20	
76 (14/11/19)	Investment	For officers to set in place a compliance framework to monitor the Fund's MiFID II compliance	RB/JD	13/02/20	
81 (14/11/19)	Governance (Internal Audit Report)	Receive an update in 6 months on the progress against the 2019 internal audit actions	AC	21/05/20	
82 (14/11/19)	Administration (Pension Admin Strategy)	When requesting additional resources from the WPFC, consideration should be given to the requirements to deliver the administration strategy.	AC	13/02/20	
83 (14/11/19)	Administration (Communications Strategy)	When reviewing the required resources, it should be made clear which resources were required for communication purposes.	AC	13/02/20	
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	
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	
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	
84 (14/11/19)	Administration (Data Retention strategy)	Officers to clarify the 100-year requirement in respect of a member's & dependent's date of birth	RB	13/02/20	
88 (14/11/19)	Governance (Board Lookforward Plan)	To review officer's assessment of the look forward plan against terms or reference.	RB	13/02/20	