

Wiltshire Pension Fund Committee - Actions Log						
Minute reference	Section	Meeting Action	Task owner	Target date for completion	Action commentary (To include progress & secondary actions)	Date completed
227 (17/12/20)	Investments (Stewardship Code)	Confirmation to Committee that the Fund has been signed to the 2020 Stewardship Code during 2021	JD	31/12/22		15/09/22
24 (24/06/21)	Procurement (New Payroll System)	Updates on the integrated payroll and payments system project to be brought back to committee	AC	30/06/23	Evolve delayed	
35 (30/09/21)	Investment (RI)	Agree the milestones for the BPP property transition before proceeding	JD	31/12/21		01/04/22
35 (30/09/21)	Investment (RI)	To bring a recommendation to the Committee on how the new strategic allocations should be implemented	JD	31/12/21		01/04/22
39 (30/09/21)	Governance (Committee Structure)	To delegate to the Chairman and officers desirable changes with MJ Hudson, possible under the existing contract (and to make alterations when re-tendering), in connection with the impact of the Committee structure	Chair/JD	31/03/22		03/03/22
79 (16/12/21)	Actuarial (Valuation)	For officers to liaise with Hymans Robertson to provide further training on the setting of Valuation assumptions at the next Committee meeting	AC	31/03/22		05/04/22
80 (16/12/21)	Governance (Audit)	For non-standard audits covering the Fund's Pensioner Payroll reconciliation, Investment governance, Cyber Security, Statutory Returns and Administering Authority internal arrangements to be completed	RB	14/12/22	Within the 2022/23 budget an additional provision is to be made for the appointment of specialist auditors in relation to ad-hoc or on-going strategic audits	Closed
80 (16/12/21)	Governance (Audit)	Officers to liaise with SWAP regarding ideal requirements and timescales	RB	14/12/22	Email to Charlotte Wilson, following which on 20th January she agreed to pick up with Andy Brown at the next S151/Head of Internal Audit catch up	07/04/22
90 (16/12/21)	Governance (Cyber Security)	To take the following cyber security actions over the next 12 months. 1) Liaise with the Council's ICT department to establish an appropriate approach to the Fund's cyber security requirements 2) Conclude the recommendations agreed by the Committee at their meeting in September 2020 3) Receive an annual ICT cyber security report 4) Work with ICT & the Council's Emergency Planning team concerning its IT recovery practices and Business Continuity Planning 5) Gain approval from an independent source on the Fund's cyber security strategy 6) Address the items recorded as "lower quartile" within the Aon's cyber scorecard 7) Liaise with Aquila Heywood in respect of the points in 1 to 3 within the "Recommendations for the Fund" section in Appendix 2 8) Create a common framework of compliance borders, with ICT's own compliance requirements & 9) ICT provide an update on progress made relating to the two areas of concern (Red) and the areas marked as (Amber) highlighted in their 2021 cyber security SWAP audit.	RB	14/12/22	Delegate to officers in consultation with the Chair the commissioning of an independent audit, subject to a fee cap of £35,000	06/10/22
100 (03/03/22)	Responsible Investment (SDG)	Agreed that the conclusions of the SDG investigative research be placed on hold until after the strategy review	LR	17/11/22		05/09/22
106 (03/03/22)	Investment (Quarterly Report)	Officers & Mercer to carry out a investment manager selection exercise to appoint a replacement manager for Magellan. A cost to be provided at the meeting	JD	26/05/22		26/05/22
106 (03/03/22)	Investment (Quarterly Report)	To defer approving the 2 year contract extension for Mercer until a paper providing more information was received	JD	26/05/22	Confirmed by JD that this was discussed at 5/4 meeting.	05/04/22
107 (03/03/22)	Investment (Affordable Housing)	Officers & Mercer to work on a final tranche of committing affordable housing portfolio capital. A further updated is then to be provided to the Committee	JD	31/12/22	Redated from 26/5/22 to 31/12/22	17/11/22
117 (05/04/22)	Actuarial (Valuation)	CPI assumption approved, subject to the successful outcome of a discussion between the Independent Adviser and the Actuary	AF	26/05/22	Confirmed by JD that this was discussed at 26/5 meeting.	28/07/22
152 (28/07/22)	Governance (Council Recharge)	A report concerning the Council's recharging arrangements with the Fund would be received by the Committee	CM	14/12/22		10/01/23
157 (28/07/22)	Accounts (AR&As)	requested an explanation be included within the Annual Report & Accounts 2021/22 setting out why the report would be published, although the accounts are expected to be unaudited.	JD	17/11/22	Page 105	17/11/22
178 (05/09/22)	Investment (Climate update)	To approve the plans for reporting on climate risk via a single report in early 2023 and receive an update to that effect.	JD	02/03/23		
182 (05/09/22)	Investment (Quarterly Report)	To explore the feasibility of appointing external specialists to undertake a review of the estimated fee savings accrued through the creation of the Brunel Pension Partnership. To make an appointment, if appropriate and report back the findings of the fee savings.	JD	02/03/23	ClearGlass £15k	17/11/22
203 (06/10/22)	Governance (Cyber Security)	The Committee requested that it receive a formal response on cyber security from the Council at the next administration focused meeting	AB	14/12/22		10/01/23
203 (06/10/22)	Governance (Cyber Security)	Officers agreed to co-ordinate the receipt of questions from members after the meeting, so that responses could be provided by Aon in time for the Committee meeting in December	RB	14/12/22		10/01/23
214 (17/11/22)	Governance (Corporate Recharge)	To receive an update on the proposed recharge arrangements for support services provided by Wiltshire Council for 2023/24. To include a timetable and the production of a Service Level Agreement	AB	14/12/22		10/01/23
07 (10/01/23)	Governance (Audits)	To approve the commissioning of proposed audits for the scheme year 2023/24. To receive updates from Q3 2023.	RB	13/07/23		
22 (10/01/23)	Governance (Audits)	The Treasurer to the Fund/Corporate Director, Resources, as Shareholder representative, in raising concerns around the proposed Brunel Pension Partnership budget	AB	23/03/23		