

## Local Pension Board Action log


Action	Who	Deadline	Completed
<b>July 2015</b>			
Briefing Note to be prepared on effect of budget announcement	DA	ASAP	
ToR to be amended following LPB recommendations & agreed by Section 151 officer	DA/MH	October 2015	
ToR to be amended following officer suggestions and ratification at October meeting	DA/MH	October 2015	
Conflict of interest and register of interest policy to be developed and relevant training provided	DA/EL/LB	October 2015	
Develop breaches policy	DA/EL	On-going	
Full minutes of ISC and WPF to be submitted to the LPB	LB	On-going	
Develop a training plan for members in line with additional recommendations made by LPB	DA	On-going	
LPB members to receive WPF and ISC meeting dates and list of LPB member contact details	LB	ASAP	
Website to show LPB contact details via Board Secretary	LB	ASAP	
Fund website to show info prescribed in ToR	DA	ASAP	

Develop a Forward Work Plan showing future agenda items and record issues considered. This should include: training and review of the Valuation process, review of discretions policy, and internal policies of the Fund.	DA	October 2015	
To add the following items to the work plan: <ul style="list-style-type: none"> <li>to examine the Fund's compliance with tPR code of practice</li> <li>to review governance arrangements of the WPF and ISC</li> <li>to review and compare attitudes to the risk register and consider aligning the work programme to risks</li> <li>to develop a success criteria for the LPB</li> <li>to examine the Fund's Statement of Investment Principles</li> <li>to examine the potential impact from pooling investments and input into the forthcoming Government consultation</li> <li>to input into the consultation process for the audit plans.</li> <li>to review the SWAP audit report and action plan</li> <li>to explore officer support for the Board in the context of overlap with supporting the management of the Fund.</li> <li>to explore the effectiveness of the Fund's Communications Policy</li> </ul>	DA		
Recommend prioritising items on the Business Plan and acknowledge resource sensitivity and risk and update the LPB on these issues	DA	July 2016	
<b>October 2015</b>			
To produce an action tracker for each meeting.	LB	October 2015	
Register of Interest to be circulated to members for completion, and then published online	LB	January 2016	
Terms of Reference to be signed by Associate Director and published online	LB	ASAP	
<b>To recommend to the Wiltshire Pension Funds that plans are put in place with employers and printers so all Annual Benefit Statements are issued by the 31st August 2016.</b>	DA	August 2016	

<b>To recommend to the Wiltshire Pension Fund that full consideration is given to the legal duties of the Fund and the administration of assets arising from pooling assets in a Collective Investment Vehicle.</b>	DA	June 2016	
<b>To recommend to the Wiltshire Pension Fund that changes arising from the public sector exit cap be communicated to employers and members and that the impact of changes on the Funds valuation be considered.</b>	DA	December 2015	
<b>To recommend that future annual reports to contain details of governance earlier in the report, a five-year timeline for performance, and details of breaches reported to the regulator.</b>	DA	September 2016	
<b>Officers to confirm the process for appointing auditors/reviewing arrangements</b>	DA	January 2016	
<b>To recommend that the 2015/16 Annual Report, Accounts and the external auditors report are reviewed by the Board prior to external publication.</b>	DA	December 2016	
<b>To recommend officers consider adding the pooling of investments and the public sector exit cap to the risk register</b>	DA	ASAP	
<b>To recommend the risks categorising of the risk register</b>	DA	ASAP	
Head of Pensions to circulate slides from Ian Colvin, Hymans Robertson training on COI & Breaches Policy	DA	ASAP	
Members to be added to Hymans Robertson distribution list	LB	ASAP	
LPB member conflicts of interest to be disclosed and published	LB/DA	On going	
<b>To recommend that the Conflict of Interest Policy be adopted by the Administering Authority.</b>	DA	December 2015	
<b>To recommend to the WPF to adopt the draft breaches policy subject to an additional note that breaches be reported to the Board, published in the Fund's annual report and</b>	DA	December 2015	

also on the website.			
<b>To recommend that the Pension Fund Committee consider whether the Monitoring Officer should be responsible for the reporting of breaches instead of the Section 151 officer</b>	DA	December 2015	
<b>To recommend that future amendments to the Breaches Policy be reported to the Local Pension Board.</b>	DA/LB	Ongoing	
<b>To recommend to the Pension Fund Committee that its members undertake tPR training</b>	DA	On-going	
<b>The Pensions regulator toolkit to be circulated to members</b>	DA	ASAP	
<b>To receive an update at the next meeting on self-assessment forms</b>	DA	January 2016	
Feedback from conferences LPB members have attended to be a standing item on each agenda	LB	On-going	
<b>To include LPB members training records in the Annual Report.</b>	DA	June 2016	
To categorise the LPB work plan, and the July 2015 meeting be added to track progress	DA	ASAP	
<b>To report the work plan to the Pension Fund Committee.</b>	DA	December 2015	
The biographies of members to be published on the website.	LB	January 2016	
To recruit a new member to the LPB to replace Kirsty Cole.	DA	March 2016	
<b>January 2016</b>			
<b>To request that the process for reviewing external audit or appointment arrangements be reported to the next meeting of the Board.</b>	MH	April 2016	
<b>To encourage the Pension Fund Committee to ensure that robust governance</b>	DA	February 2016	

<b>requirements, clear auditing mechanisms, and transparency are identified for the proposals arising from pooling and that the impact of pooling arrangements be communicated to Fund members.</b>			
Officers to make increased use of hyperlinks to reduce length of reports for the Local Pension Board.	DA/LB	Ongoing	
<b>To recommend a review of the timescales for measures to reduce risks.</b>	DA	March 2016	
<b>To recommend that officers communicate the implications of the public sector exit cap to the Fund's members once known</b>	DA	ASAP	
<b>To suggest that officers investigate the responses of other funds in the South West to the Pension Regulator's Survey as part of the due diligence work for potential asset pooling.</b>	DA	April 2016	
<b>To request that officers report back at the next meeting on the options for an independent review of Wiltshire Pension Fund compliance with TPR new requirements following discussion with audit partners in the South West.</b>	MH	April 2016	
To include training slides from Hymans Robertson in members handbook.	DA	ASAP	
To check that members are on the Hymans Robertson distribution list.	LB	ASAP	
<b>Board members to complete the tPR on-line toolkit within 12 months of appointment</b>	DA	July 2016	
<b>To recommend that progress on training be monitored using colour-coding.</b>	DA	January 2017	
<b>To recommend that officers review the charge-out rate for the calculation of costs from persistent failure to meet targets or resolve cases to ensure it is in line with other Funds.</b>	DA	September 2018	
<b>To recommend to the Wiltshire Pension Fund Committee that the proposed Local Pension Board Budget be included in the Fund's Administration Budget for 2016-17.</b>	MH	March 2016	

To assess the Board's Registers of Interest and the method of reviewing them.	LB	April 2016	
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