

Wiltshire Pension Fund Board - Actions Log					
Minute reference	Section	Meeting Action	Task owner	Target date for completion	Completed and reported to last meeting
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	31/03/2021 (ASAP)	
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	
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	Agenda items 18 & 19
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	Agenda items 18 & 19
8 (13/02/20)	Governance (MiFID II Compliance)	The Board recommended that substitute Committee members ensure that they are MiFID II compliant should they need to stand in for a member	JD	03/12/20	16/07/2020 - Committee Minute 158
12 (13/02/20)	Governance (LPB Budget)	To propose that the Local Pension Board monitor their budget on a quarterly basis. The Local Pension Board budget monitoring will form part of the quarterly budget report which is reviewed by the Wiltshire Pension Fund Committee	JD	16/07/20	Agenda item 12

12 (13/02/20)	Governance (LPB Budget)	Officers to approach Wiltshire Council's Insurance team to enquire about cover provided by alternative providers for LPB insurance	RB	15/10/20	Agenda item 13
17 (13/02/20)	Governance (MiFID II Compliance Strategy)	To raise the Fund's MiFID II arrangements with BPP for their acceptance	JD	27/02/20	06/08/2020 - Minute 71 (Remove as an action)
18 (13/02/20)	Governance (Audit Report)	Officers to liaise with Wiltshire Council's IT dept, & Heywood's concerning the essential oversight arrangements that the Fund should develop	RB	15/10/20	06/08/2020 - Minute 73
42 (21/05/20)	Governance (Risk Register)	To note the risk register and recommend the changes/actions made by officers in points 5 and 8 of their report be submitted to the Committee.	RB	16/07/20	16/07/2020 - Committee Minute 166
46 (21/05/20)	Actuarial (Valuation)	The Head of Pensions Administration and Relations to circulate a link to the final valuation report to the Board following the meeting	AC	31/05/20	Completed soon after the last meeting
64 (06/08/20)	Accounting (Audit)	To recommend to Committee that an audit into the Brunel cost savings should be included in the next financial year, 2020/21	JD	31/07/21	
73 (06/08/20)	Governance (Cyber Security)	Fund officers to work with ICT to develop an annual report for submission to the Fund's Board & Committee	RB	31/08/21	
73 (06/08/20)	Governance (Cyber Security)	From 2021 the scope of the SWAP internal audit on GDPR is broadened to include internal controls relating to system access & request key security audits of ICT	RB	31/08/21	
73 (06/08/20)	Governance (Cyber Security)	To recommend that the report is submitted to the WPFC, and that a senior officer from ICT alongside the Cabinet Member for ICT, attend the Committee meeting, to give a technical briefing on the Council incident in February and the actions being taken to implement improvements in that area going forward	RB	24/09/20	24/09/2020 - Committee Minute 166

