

Wiltshire Pension Fund Board – Action 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	On 18/02/2021 agenda
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	Complete - tracking information is shown in the appendix to the KPI paper and within annual benefit statement reviews
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	Complete
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	RV	16/07/20	On 18/02/2021 agenda

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	15/10/20 - Minute 88
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	17/12/2020 - Committee Minute 215
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	
85 (15/10/20)	Governance (Training)	The Board unanimously approved their own use of this training platform	RB	18/02/21	17/12/2020 - Committee Minute 210
85 (15/10/20)	Governance (Training)	The Board unanimously recommended that the Committee members & their substitutes also adopt the introduction of this training platform for the next two years	RB	17/12/20	17/12/2020 - Committee Minute 210
86 (15/10/20)	Administration (Discretions Policy)	Approved amendments to the Administering Authority Discretions Policy and officers plans to undertake a further review either later in 2020 or early 2021	AC	18/02/21	On 18/02/2021 agenda
88 (15/10/20)	Governance (Board Insurance)	The Board recommended to extend the insurance cover for one year and to seek written assurances from Wiltshire Council and to await the updated SAB advice before deciding to withdraw or extend the insurance policy. In the event that no assurance was obtained, a further review on the need for insurance would be undertaken	RB	18/02/21	On 18/02/2021 agenda
89 (15/10/20)	Governance (SWAP Audit 2020/21)	An update on any outstanding recommendations would be brought forth to the Board in February 2021 to reassure members that action was being taken	AC	18/02/21	On 18/02/2021 agenda

90 (15/10/20)	Governance (SWAP Audit 2021/22)	In the event that Audit Committee did not sign off the qualified Annual Report & Accounts 2018/19 then the Pension's Committee should request a written report outlining a resolution from the Audit Committee. This also included the 2019-20 accounts.	RB	18/02/21	
90 (15/10/20)	Governance (SWAP Audit 2021/22)	The Board recommended that Fund officers request sight of SWAP Internal audit reports from other key service areas subject to the adherence of Council protocols.	RB	19/08/21	
92 (15/10/20)	Governance (Risk Register)	That the matter of Accessibility Regulations be added to the risk register	RB	17/12/20	17/12/2020 - Committee Minute 217
100 (15/10/20)	Governance (BPP Governance review)	Officers to update the Board of the outcomes of their BPP meeting	JD	18/02/21	On 18/02/2021 agenda