

**Cambridgeshire Local
Pension Board**

Minutes-Action Log



Introduction:

This log captures the actions arising from the Cambridgeshire Local Pension Board and will form an outstanding action update from meetings of the Committee to update Members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at 4th February 2016.

Minutes of 16th July 2015					
Minute No.	Report Title	Action to be taken by	Action	Comments	Completed /Ongoing
4.	Cambridgeshire Local Pension Fund Board Terms of Reference & Standing Orders	D Cave	A report to be presented to the Pensions Committee regarding confidential items enabling Board Members to remain when confidential items are discussed.	Report presented to the Pensions Committee on 30 th July 2015 and was agreed unanimously.	Completed
5.	Membership of The Cambridgeshire Local Pension Board – Appointment To Employer and	M Rowe	To contact those who had shown interest in the position to enquire as to why they had not pursued it further.		Completed

	Member Vacancies.				
5.	Membership of The Cambridgeshire Local Pension Board – Appointment To Employer and Member Vacancies.	Cllr McGuire/M Rowe.	The Chairman to review the advertising process for both the employer and member vacancies with Democratic Services.		Completed
6.	Presentation on The Operation of The Cambridgeshire Pension Fund.	J Walton/D Snowdon	Governance Policy and Compliance Statement to be circulated to Board Members		Completed
6.	Presentation on The Operation of The Cambridgeshire Pension Fund.	J Walton	Draft of Risk Register to be presented to the next meeting of the Board.		
7.	Cambridgeshire Local Pension Board – Knowledge and Understanding Policy Framework	M Oakensen/ D Snowdon	Democratic Services should work with the Pensions Team and keep updated a list of the core documents recording policy about the administration of the Fund with electronic links	The following link is to a web page that contains all the core documents required http://pensions.cambridgeshire.gov.uk/index.php/governance2/key-documents	Completed
7.	Cambridgeshire Local Pension Board – Knowledge and	J Walton/D Snowdon	Democratic Services to develop a training record for Members of the Board.	Example attached at appendix 1	Completed

	Understanding Policy Framework				
8.	Cambridgeshire Local Pension Board – Work Programme.	D Snowdon	No-councillor representatives should sign the Council's Code of Conduct and complete a Declaration of Interests form.		Completed
9.	Local Pension Board Meeting Dates 2015-16	D Snowdon	The Democratic Services Officer to liaise with Board members regarding potential meeting dates.		Completed
9.	Local Pension Board Meeting Dates 2015-16	D Snowdon	Board members to be provided with future Pension Committee meeting dates.		Completed
9.	Local Pension Board Meeting Dates 2015-16	J Walton/D Snowdon	Future dates of training sessions to be circulated to Members of the Board.		Ongoing

Minutes of 21st October 2015

12.	Cambridgeshire Local Pension Board – Terms of Reference, Standing Orders & Code of Conduct.	M Rowe/D Snowdon	The Board to consider the outcome of the Local Government Scheme Advisory Board review of the newly formed Local Pensions Boards.		Ongoing.
12.	Cambridgeshire Local Pension Board – Terms of Reference, Standing Orders & Code of Conduct.	M Rowe/D Snowdon	Pension Committee agenda and minutes to be circulated to Board members.		Completed

13.	June 2015 Pension Committee Meeting Standing Reports.	J Walton/M Whitby	A report explaining the circumstances and preventative measures implemented that was being produced regarding the cessation deficit of Mepal Outdoor Centre to be for the Pensions Committee to be circulated to the Board.	Committee report circulated to Board members on 16.11.2015	Completed
14.	Cambridgeshire Pension Fund Annual Report and Statement of Accounts 2014-15	J Walton/M Whitby	High level quarterly update report to be circulated to Board members		Ongoing.
14.	Cambridgeshire Pension Fund Annual Report and Statement of Accounts 2014-15	DSnowdon	Explanation from Full Council regarding investment manager expenses to be circulated to Board members	Item begins 1hr 46mins into Council meeting. Link circulated to Board members.	Completed
14.	Cambridgeshire Pension Fund Annual Report and Statement of Accounts 2014-15	J Walton/M Whitby	Further details of the unit cost per member would be circulated to the Board at a later date.		Ongoing.
14.	Cambridgeshire Pension Fund Annual Report and Statement of Accounts 2014-15	J Walton/M Whitby	Due to the confusion of the name used by Enterprise Management Services it was agreed to bracket the new name alongside the old name and report to Board members whether the old name should be retained.		Ongoing.

14.	Cambridgeshire Pension Fund Annual Report and Statement of Accounts 2014-15	J Walton/M Whitby	The Board agreed to investigate why there were variations in investment manager fees.		Ongoing.
22.	Procedure for Future Appointments to the Local Pensions Board.	M Rowe/J Walton	The Board highlighted the importance of communications and requested the Pension website be placed on payslips as part of the ongoing development work regarding the Payroll system		
22.	Procedure for Future Appointments to the Local Pensions Board.	J Walton/M Oakensen	The Board suggested an introductory presentation be developed for potential future Board Members.		
22.	Procedure for Future Appointments to the Local Pensions Board.	M Rowe/J Walton	It was agreed for advice to be sought on the appointment process for other members from the Local Government Pension Scheme (LGPS) Advisory Board and the Council's Monitoring Officer		
27.	Agenda Plan	D Snowdon	Board members agreed that a draft of the Local Pension Board, which might be included within the Pension Committee Annual Report, be presented to the April meeting of the Board	Added to the Agenda Plan for the April meeting of the Board.	Completed

27.	Agenda Plan	J Walton/ M Whitby	Board members also queried when a report would be produced on the progress of the Cambridgeshire Bank. Officers agreed to update Board members on when a report was likely to be produced.		
29.	Asset Pooling in the Local Government Pension Scheme	J Walton/M Whitby	It was confirmed that a progress report would be presented to the February meeting of the Pension Committee and the Local Pension Fund Board would provide an overview and scrutiny function to the process.		
29.	Asset Pooling in the Local Government Pension Scheme	J Walton/M Whitby	Board members were informed that professional advice regarding the formation of the Pool was being sought and it was agreed for it to be circulated to Board members		