

Cambridgeshire Local Pension Board Minutes Action Log

This is the updated action log as at 14 April 2023 and captures the actions arising from the most recent Cambridgeshire Local Pension Board meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes 4 November 2023

Minute number	Report Title	Action for	Action	Comment	Status
70.	Valuation Update	Cory Blose	To deliver a Fund specific briefing on 'cessation corridors'.	Following the conclusion of the consultation, the actuary has been asked to provide a briefing note. This will be circulated to Members once available.	In progress The actuary will now be able to progress this following the completion of the valuation project, we have discussed the scope of the document and the briefing will be circulated as soon as it is available.

Minutes 27th January 2023

Minute number	Report Title	Action for	Action	Comment	Status
79.	Overpayment of Pension Entitlement Policy Cover Report.	Michelle Oakensen	1) Suggested the examples provided in Appendix 1 were made more current. 2) Agreed that officers would assess Appendix 1, 13.1: Limitation period, procedure for which was led by HMRC.		Completed – Policy updated ahead of Committee approval.

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80.	Communications Strategy and Plan Report	Sharon Grimshaw/ Cory Blose	1) Requested that capitalisation for plain English was standardised throughout. 2) Requested that the Local Pension Fund Board was included in the Communications Strategy as a method by which communications with stakeholders took place. 3) Amended that, under 'Brand Identity' within the Communications Strategy, the Local Pension Fund Board should be listed as being 'included in high level decisions', rather than required to 'sign off high level decisions' 4) Requested that the requirement for the Pension Fund to be registered under the Data Protection Act 1998 was updated to reflect current legislation Asked that the table listing stakeholders include Scheme Advisory Board (SAB)	1) Plain English is capitalised when referring to the company eg Plain English accreditation and lower case when referring to plain English in general eg writing in plain English. 2) LPB included as a stakeholder in the communications strategy.	Completed – Policy updated ahead of Committee approval.

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82.	Conflicts of Interest Policy Report	Michelle Oakensen	1) Requested that “declarations of interest” form headings clarified sections relating to the individual or their family members. 2) Asked that a link to the recorded conflicts of interest training session be circulated with the “declarations of interest” form.		1) Completed – headings have been underlined for ease of reference and consideration to whether additional notes are required will be given as part of the next review. 2) Completed – the link was circulated with the form.
87	Cambridgeshire Pension Fund Risk Monitoring	Michelle Oakensen Cory Blose	1) Officers agreed to provide members with information on what due diligence checks the Fund takes to protect its members against scams when receiving transfer out requests 2) Data cleansing was constant which ensured readiness for upload onto the Pension Dashboard. This risk had been recorded but remained an amber rating despite controls being implemented. This risk was managed by the Employers Team, and officers would review whether any additional mitigations could be used to reduce the score.		1) Completed – included in the Risk Monitoring Report at this meeting. 2) The System Team are responsible for ensuring the data uploaded to our system is of the required quality and for maintaining that quality through cyclical bulk processing. The Employers Team will support where the issue is an endemic quality issue relating to the data being provided by a scheme employer or a payroll provider.