

**Cambridgeshire Local  
Pension Board**

**Minutes - Action Log**



**Introduction:**

This log captures the actions arising from the Cambridgeshire Local Pension Board 16<sup>th</sup> July 2015 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 12<sup>th</sup> October 2015

**Minutes of 16<sup>th</sup> July 2015**

<b>Minute No.</b>	<b>Report Title</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Completed</b>
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 <sup>th</sup> 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

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

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