

This log captures the actions arising from the Cambridgeshire Local Pension Board and will form an outstanding action update from meetings of the Board to update Members on the progress on compliance in delivering the necessary actions. Action log updated as at 12 February 2021.

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 31st January 2020						
141.	Governance and Compliance Report	Michelle Oakensen	There was a request for officer guidance on which training events were relevant to who.		Ongoing. The CIPFA guidance has been delayed due to Covid-19. The revised policy is due to be presented to the Board in April 2021.	April 2021
146.	Agenda Plan	Michelle Oakensen	In terms of IT issues there was to be a review of the Business Continuity Plan for either the April or July meeting.		Completed The Pension Fund Committee agreed to the re-profiling of the review of the BCP. Remaining activities are captured in the Business Plan update reports and will also feature in the Business Plan for 21/22.	

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 3rd July 2020						
154	Governance and Compliance Report	Paul Tysoe	Investment policy decisions was raised in regards to employee and employer engagement and in continued discussion, one member stated that he found it difficult to answer questions put to him regarding disengagement. The Board agreed that a more proactive approach to seeking views from Employers and scheme members on disengagement should be adopted by the officers.	This question will be considered in the ongoing review of the Funds Investment Strategy Statement.	Completed. It is understood that the 'disengagement' should read 'disinvestment'. Issues addressed as part of the Information Day on 10/2/2021. RI policy will be consulted on in 21/22.	

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 6th November 2020						
160	Minutes Action Log	Cory Blose	Regarding the Communication Strategy officers were asked to come back at their convenience and as part of an update to the action log providing concrete costs for the production of a video and also information on whether it could be undertaken in-house to reduce the expense.		<p>Completed:</p> <p>It is the view of officers including the specialist communication officer that a video to assist with navigation of member self-service would not be a good use of Fund money due to the costs of production being quoted as £13,000 (source: LGA based on one short video that was commissioned). MSS changes around 3 times a year, which would then lead to further costs to update and also lead times to produce the videos – MSS guides can be updated.</p> <p>The Fund is making changes to the login page to make it clearer and has passed on accessibility feedback to the host to make improvements and ensure that all user guides have clickable contents as well as step by step guides.</p> <p>Officers would support the use of video guides for technical concepts such as how the CARE scheme works.</p>	

160	Minutes Action Log	Councillor King	Councillor King apologised in relation to this item that he had, as yet, not sent on Cambridgeshire County Council's anti-scam champion co-ordinator's details to the Pensions officers and undertook to action this following the meeting.		Completed. Received 6/11/20	
162	Cambridgeshire Local Pension Board Annual Report 2019-20	Michelle Oakensen	Officers would check to see if the effectiveness review had been covered in the 2018/19 Annual Report.		Completed. The Aon Effectiveness review was covered as part of the 2018/19 review and Cllr Payne informed.	
163	Review of the Terms of reference and Update on the Appointment of Representatives.	Jo Walton/ Michelle Rowe	In terms of seeking to achieve greater resilience for the employers' side representative, the suggestion was that Pensions and Democratic Services officers should undertake a similar targeted exercise when resources allowed, to seek to obtain additional suitable candidates who might initially be appointed as substitutes.	Pensions officers had indicated this could not be undertaken until later in the new year due to the finite officer resources available, and the need to prioritise essential pensions maintenance activities, during the continued Covid-19 crisis.	Ongoing. Officers to consider this activity in June 2021.	June 2021.

163	Review of the Terms of reference and Update on the Appointment of Representatives.	Michelle Oakensen	Officers to undertake a review of whether other funds pay Board member allowances and feedback findings.		Completed (refer to appendix of action log)	February 2021
165	Cambridgeshire Pension Fund - 2020-21 Communications Strategy	Cory Blose	Referencing on page 81 of 310 the line in the Strategy stating “we never use colour as the only way of conveying information” one member suggested that while there were standards on digital communication, there was nothing similar in the Strategy regarding the standards to be used for paper communications. In reply, the officer stated that both written and electronic communications standards had now been merged, and that the same standards applied to both.	The Member who raised it challenged if that was the case, why on page 80 was there text reading “in addition for web-based communications we will never use just colour.....”, and therefore suggested the wording needed to be looked at again.	Completed 29/1/2021 The suggested addition has been included in the equality and accessibility section of the strategy	

165	Cambridgeshire Pension Fund - 2020-21 Communications Strategy	Cory Blose	There was a need to recognise the different needs of stakeholders / the audience the communication was intended for, as some, the example being given was parish and town councils, were not so digitally advanced. There needed to be more emphasis on receiving feedback on user accessibility to ensure it was appropriate. It was explained that most of the communications were directly aimed at employers and members. An annual survey was carried out with employers to find out how useful they found the communications, and while there was no direct question on accessibility, the officer could include this as an additional question for future surveys.	It was agreed that some additional wording should also be added as a high level statement in the introduction to the Strategy to recognise the issues raised	Completed 29/1/2021 The suggest addition has been included in the introduction to the strategy.	
168	Pension Fund Annual Business Plan Update report 2020-21	Mark Whitby	Referencing Page 113 paragraph 3.1.2 SD 2 titled 'Undertake an analysis of the risks faced by the Fund as a result of cyber-crime and out in place appropriate mitigations' – there was a query whether with the milestones slipping as set out, how confident could the Officers be that the end date shown of February 2021 would be achieved. It was clarified that the current shown end date would not be achieved and the implementation action plan would require updating.		Completed. The milestones have been updated in the Business Plan update.	

168	Pension Fund Annual Business Plan Update report 2020-21	Mark Whitby	Page 126 - Appendix 2 'Variances between the forecast of investments and administration expenses on original setting of assumptions' – it was highlighted that areas of the table did not add up. It was agreed a new version would be sent out to the Board.		Completed. Will be distributed before the meeting.	
168	Pension Fund Annual Business Plan Update report 2020-21	Mark Whitby	As part of the issue regarding how the negative and plus figures were shown, the Chairman requested that in future there should be a one line key explanatory note.		Completed. Included in future reports.	
172	Pension Fund Annual report and Statement of Accounts 2019-20	Michelle Oakensen	In discussion John Stokes made the point (specifically applying to Virtual meetings) that where an officer only had one item on the agenda they should be moved further up the agenda or better still the agenda restructured in such a way that single authored reports were considered early on.		Noted. Report ordering will be considered with this in mind.	

173	Agenda Plan	Mark Whitby	<p>It was highlighted that one of the candidates at the previous weeks interviews had highlighted that the Pension Fund had a legal requirement to approve data cleansing on an annual basis and that this had not been undertaken since 2018 and perhaps needed to be looked as an addition to the forward plan. The Head of Pensions queried whether the person was referring to the Committee or Board. The Chairman indicated that if it was a Committee duty and was being carried out in line with meeting statutory requirements then he was satisfied, but the Board needed confirmation of the position as it had been brought to his attention.</p>		<p>Ongoing. A data improvement plan is in place A revised data improvement plan would be presented to the Local Pension Board in April 2021.</p>	<p>April 2021.</p>
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Appendix

Action 163 – Review of the terms of reference and update on the appointment of representatives

Action required - Officers to undertake a review of whether other Funds pay Board member allowances and feedback findings.

Officers have undertaken research to establish the use of Local Pension Board representative allowances in other administering authorities. The results for the administering authorities who are part of the ACCESS pool are as follows:

Administering Authority	Allowance paid to non-Councillor representatives/employees?	Independent Chair?
Cambridgeshire	No	No
East Sussex	Yes	Yes
Essex	Yes	Yes
Hertfordshire	No	No
Isle of Wight	No	Yes
Kent	No	No
Norfolk	In some circumstances	Yes
Northamptonshire	No	No
Suffolk	No publically available information	No
Hampshire	N/A as Joint Board/Committee – not comparable	N/A
West Sussex	No	No