

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 Board to update Members on the progress on compliance in delivering the necessary actions.

This is the updated action log as at 6th February 2019.

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 6 July 2018						
49.	Governance and Compliance Report	Paul Tysoe	Officers was asked to look into whether there was any reason the Board should not have representation in some capacity on the ACCESS Pool Joint Committee or if that was not permissible, to receive as a matter of course the minutes from the ACCESS Pool Joint Committee in the same way the Investment Sub-Committee currently did.	A report on the Joint Committee is produced for the Pension Committee, to which the minutes of the previous ACCESS Joint Committee are attached. This report is also presented to the Local Pensions Board.	Completed.	

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 19 October 2018						
59.	Minutes and Action Log	Rob Sanderson	To show as 'Councillor' Payne on future documents	CIMIS will not show parish councillor but this will be reflected in the minutes.	Completed The Agenda and Minutes now reflect this.	
59.	Minutes and Action Log	Tracy Pegram	To provide detailed savings already made through the Asset Pooling arrangement.	This action point refers to queries raised by the Vice Chairman, and it was agreed that Officers would provide further information directly to him by email.	Completed – e-mail sent 7 November 2018 detailing the savings.	
59.	Minutes and Action Log	Councillor King	Query on whether all actions had been picked up from the action log.	Councillor King to pick this up with Officers outside of the meeting.	No further action. Councillor King confirmed to Democratic Services that he had not found any additional actions that had been missed	
59.	Minutes and Action Log	Rob Sanderson	To ensure all members are sent a hard copy of the agenda on the same day.	This will be the case from the February meeting onwards.		
60.	Administration Performance Report	Tracy Pegram	Page 29 the Management expenses table did not show the variance for the line 'total administration expenses of 44. This required to be changed.	The tables have now been updated as requested.	Completed.	

Minute	Report Title	Action for	Action	Comments	Status	Due date
61.	Pension Fund Annual Business Plan Update Report	Joanne Walton	There was a request for the Board to receive a more in depth paper on the measures being proposed to retain staff at its February meeting.		Ongoing – To be deferred until a decision has been reached on the LGSS model and future working arrangements.	
61.	Pension Fund Annual Business Plan Update Report	Joanne Walton	There was a request for information on how many large overpayments there were.	Officers agreed to provide this information outside of the meeting.	Completed – e-mail sent 11/1/19.	
61.	Pension Fund Annual Business Plan Update Report	Joanne Walton	On Monitoring the Member Experience – of the 15% who had rated their experience as poor/very poor, there was a request for more detail to be provided.	Officers agreed to provide this information outside of the meeting.	Ongoing - An E-mail detailing poor and very poor responses will be issued before the meeting.	
61.	Pension Fund Annual Business Plan Update Report	Joanne Walton	The Vice Chairman highlighted that he still could not access the Member self-service system and requested when this would be available.	To e-mail the Vice Chairman outside of the meeting.	Completed.	
61.	Pension Fund Annual Business Plan Update Report	Joanne Walton	The Chairman noted that while there was information on the adequacy of the funding level in the Annual Report, a more regular report would be useful. While the Actuary provided an update every three years it was agreed that as officers monitored it quarterly, they could provide a report which set out the three year position and the latest quarterly update.		Completed – Quarterly reports are discussed at the Investment Sub Committee meetings and Board members have access to these reports.	

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62.	Governance and Compliance Report	Joanne Walton	<p>Regarding information provided on cold calls from fraudsters claiming to be from the Pensions Regulator there was a request that warning information was made more prominent on the website.</p> <p>The Chairman asked that further details be provided on the measures currently in place and whether they met Ombudsman recommendations in the case quoted.</p>		<p>Completed - The news item regarding the ban on pensions cold calling has been added to the slider on the front page of the employers hub providing a direct link to the article. Unfortunately the members hub does not allow this same functionality but the news article regarding the cold calling ban is at the top of the news page on the member hub.</p> <p>Completed - Information provided on appropriate letters and on the news information pages of the website. The cold calling ban was launched nationally on 9th January 2019. The advice is aimed at members.</p>	

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62.	Governance and Compliance Report	Joanne Walton	A request that an update on the training programme for the following year should be circulated.	To the Board outside of the meeting.	Completed – e-mail sent 9/1/2019.	
62.	Governance and Compliance Report	Joanne Walton	There was a query regarding the risk register and the two risks shown as amber. It was explained that these should have been shown as green as was an error.	Governance risk 1 should have been green and Governance risk 2 was correct as amber.	Completed – Governance risk 1 has been amended for future reports.	
63.	Cambridgeshire Pension Fund Training Strategy 2018	Joanne Walton	Page 78 under the heading 'reporting' – para 20.2 – the wording should be changed to include vice chairman to cover any issues that theoretically could happen if either, had not met the required level.	The wording on the policy has been amended.	Completed.	
64.	Cambridgeshire Pension Fund Data Policy and Plan	Rob Sanderson	To include regular update reports to the agenda plan.		Included on agenda plan for future meetings as Data Plan Improvement Updates Completed	

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64.	Cambridgeshire Pension Fund Data Policy and Plan	Joanne Walton	In reply to a question it was reported that only 20% of Members were accessing their pension data electronically.	There was a request for a target date for all members to have access to the server.	Completed - All LGPS Membership types are now able to access their data electronically, if they choose to do so. All except for pensioners have been issued with an invitation to register and an activation code in order to complete registration. It is expected to carry out this exercise for pensioners before the end of the 2019/2020 Scheme year.	
65.	Annual Report and Statement of Accounts	Tracy Pegram	Page 123 – list of admitted bodies – the list appeared to be incorrect.	Officers made enquiries and have confirmed that the list is correct. An email was sent explaining this to the member who raised the question.	Completed – e-mail sent 7 th November 2018.	
65.	Annual Report and Statement of Accounts	Democratic Services	The chairman of the Investment Sub Committee should be invited to the next meeting to explain reasons for performance being 10% down and what the plans were by the ISC to turn things around.	Democratic Services to contact Councillor Rogers	Completed A slot has been provided at Item 4 on the February agenda.	

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65.	Annual Report and Statement of Accounts	Joanne Walton/Rob Sanderson	There was a request to see details of underpayments.	Joanne Walton to prepare report and Rob Sanderson to add to plan.	Completed – e-mail sent 11/1/2019.	
66.	Risk Monitoring	Joanne Walton	A question was raised regarding how ratings on the website would be viewable for people who were colour blind.	To look into for February	Completed – the revised risk register being presented at this meeting has additional consideration for members who are colour blind and these will be explained.	
67.	Independent Investment Manager Discussion	Democratic Services	The Pension Committee had considered the issue a few years ago and had not appointed. It was suggested that the reason for this decision should be added to the list of questions to ask the Chairman of the ISC.	Democratic Services to contact Councillor Rogers	Completed Item 4 on the agenda	

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69.	ACCESS Asset Pooling Update	Tracy Pegram	<p>The Chairman of the Joint Committee had agreed to write to the Scheme Advisory Board outlining the Joint Committee's concerns regarding extending the membership.</p> <p>There was a query that the letter should be made available to the Board so that it could see the detail of the concerns.</p> <p>Should the letter be deemed confidential and not able to be released, the Board would require justification reasons.</p>	<p>The letter from the ACCESS Joint Committee (AJC) to the Scheme Advisory Board is to set out the AJC's justification for not extending its membership.</p> <p>A copy of the letter is to be circulated to the Local Pension Board members when available.</p>	Ongoing – the publication of the letter has been deferred as a consultation on member observation is being released from MHCLG – (Ministry of Housing Communities and Local Government) by the end of December 2018.	
69.	ACCESS Asset Pooling Update	Tracy Pegram	Barry O'Sullivan asked for the background to the Joint Committee representation.	At the meeting it was started membership of the ACCESS Joint Committee comprises the Chairman/Chairwoman of each of the partner Fund's Pension Committees.	Ongoing - an email will be sent before the meeting	