



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 24th June 2020.

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 3rd May 2019						
96.	Cambridgeshire Pension Board Effectiveness Review Actions	Democratic Services	Democratic Services to review the terms of reference and the delegated authorities so that all Pension related Committee functions are included in one place.	The first part of the action to bring together the terms of reference in one place was completed some time ago and the Board was sent a link. Democratic Services will be liaising with Pension Officers, aiming to provide revised terms to the Board for the October meeting meeting. At the current time no major changes are proposed.	Ongoing.	In light of Covid-19 this activity has been rescheduled to later in the financial year.

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 4th October 2019						
132.	Review of Board size	Joanne Walton/ Democratic Services	On the need to look for new ways to recruit and publicise the positive work of the Board, the suggestion was made that at the appropriate time officers could interview Members of the Board for articles for the monthly employer newsletter as well as in the communications email sent to all members notifying them that their annual statement was available.		<p>Ongoing – Article on the Chairman to boost profile delayed due to Covid-19 – to be issued later in the year.</p> <p>An advert has been prepared by Democratic Services in consultation with Pensions officers which is due to be circulated to the membership in August to invite applications to serve on the Board in line with the notification that two of the Board scheme members did not wish to serve beyond 2020.</p>	August 2020

Minute	Report Title	Action for	Action	Comments	Status	Due date
133.	Agenda Plan	Michelle Oakensen	In respect of terms of reference originally due to be presented to the January meeting, there was a request that the Board should see an early draft on suggested changes to enable them to comment and suggest any additional changes in advance of its publication.		Ongoing - E-mail asking for suggestions was sent 11 th October.2019 This activity has been rescheduled to later in 2020 due to other work priorities.	Item put on hold due to Covid-19 whilst we manage priorities. A rescheduled date has currently been re-scheduled for the October Board meeting.

Minute	Report Title	Action for	Action	Comments	Status	Due date
Minutes of 31st January 2020						
136.	Minutes Action Log a) Terms of reference	Michelle Oakensen	With regards to the review of Terms of Reference it was reminded that it was previously requested that the Board should see an early draft to enable them to comment and suggest any additional changes in advance of its publication.		Ongoing. Item put on hold due to Covid-19 whilst we manage priorities. See previous item comment.	October 2020
136.	Minutes Action Log b) Training materials Request	Michelle Oakensen	Councillor Payne indicated that he was not able to attend the July training session but would wish to receive the materials for the training session and to be sent the survey to enable him to complete and return it.		Ongoing – the event is now being delivered virtually and material will be available after the event also.	July 2020

Minute	Report Title	Action for	Action	Comments	Status	Due date
136.	Minutes Action Log c) Pensions Committees declaring Climate Change Emergency	Mark Whitby	It was discussed that it had been councils declaring the Climate Change Emergencies rather than individual pension fund committees. It was requested for officers to check whether any other Pension Committees had declared a Climate Change Emergency and report this back.		Completed. Officers have held informal discussions with a wide range of fellow LGPS Funds in addition to circulating an enquiry asset pooling cross pool group. There is no knowledge of any LGPS Pension Fund declaring a Climate Change Emergency. The consensus of feedback considered It would be inappropriate for a Pension Fund to do so.	
138.	Administration Performance Report	Jo Walton	Whilst discussing the Benchmarking exercise, the Board supported the Pension Committee's decision for the Fund to continue to participate. It was requested that officers were to enforce for the returns process to be made compulsory as it is currently optional. There was also a request that the benchmarking report should be sent to Committee.		Completed - Error in minutes – should be Pension Fund Board not Pension Fund Committee. Full CIPFA Benchmarking reports sent 27/02/2020.	

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141.	Governance and Compliance Report a) Officer guidance on Training	Michelle Oakensen	There was a request for officer guidance on which training events were relevant to who.		Ongoing – This will be part of the Training Strategy Review based on the new CIPFA competencies when released.	The CIPFA guidance has been delayed due to Covid-19. This will be reschedule when released.
141.	Governance and Compliance Report b) Training schedule location details	Michelle Oakensen	It was requested that on the training schedule that an extra column could be included stating the location for training events to help decide that if it was too far members could make a more informed decision.		Completed.	
142.	Cambridgeshire Pension Fund 2020-2021 Communications Strategy	Cory Blose	To review the following points made on the Communications Strategy: 1. The suggestion was that more information should be given on how the members could communicate with the Fund. 2. To check the terminology on page 143 to determine whether where it refers to Pension Fund Boards and Investment Sub Committees if it should refer to Pension Fund Committee.		Ongoing – comments have been incorporated into the final draft which will be taken to the October meeting of the Pension Fund Committee	October 2020

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142.	Cambridgeshire Pension Fund 2020-2021 Communications Strategy	Cory Blose	A number of members agreed that Member Self Service was not easy for people to find their way around and suggested that a short video should be produced for assistance.		Ongoing – to be undertaken as part of the accessibility review in October.	October 2020
145.	ACCESS Asset Pooling Update	Democratic Services	Where papers had previously been circulated, there was a request to additionally alert the Members of the Board at the time of publication.		Noted.	
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.		Ongoing – The BCP has been included as part of the Business Plan for 2020/21 and the Board will review the document in October.	October 2020