

Cambridgeshire Local  
Pension Board

Minutes - Action Log

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 27<sup>th</sup> October 2020

**Minutes of 31<sup>st</sup> January and 3<sup>rd</sup> July 2020**

Actions regarding Terms of reference, Board Size review and Recruitment of the Board from the above meetings have been consolidated into one report on the current October 2020 agenda. A standing Item on any outstanding issues will be included as an standing item on future Board agendas

Minute	Report Title	Action for	Action	Comments	Status	Due date
<b>Minutes of 31<sup>st</sup> January 2020</b>						
141.	Governance and Compliance Report	Michelle Oakensen	There was a request for officer guidance on which training events were relevant to who.		Ongoing  The Chartered Institute of Public Finance and Accountancy (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

141.	Minutes Action Log	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.		Completed.  The training was delivered via Zoom on 15 <sup>th</sup> July 2020 and material issued.	
142.	Cambridgeshire Pension Fund 2020-2021 Communications Strategy	Cory Blose	<p>To review the following points made on the Communications Strategy:</p> <ol style="list-style-type: none"> <li>1. The suggestion was that more information should be given on how the members could communicate with the Fund.</li> <li>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.</li> </ol>		Completed. Comments have been incorporated into the final document.	

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.		Completed.  This was not a viable option due to the initial cost and the need to continually update when changes are made to the website. Focus on written material was deemed to be more beneficial. An accessibility review has been undertaken and where to find help made clearer.	
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.		<b>Ongoing.</b> On the agenda for April 2021	April 2021

<i>Minute</i>	<i>Report Title</i>	<i>Action for</i>	<i>Action</i>	<i>Comments</i>	<i>Status</i>	<i>Due date</i>
<b>Minutes of 3<sup>rd</sup> July 2020</b>						
152.	Internal Audit Report	Jo Walton	Officers to check whether the action on the 'Pensions Payroll Suspense' account has been completed.		Completed.  Processes are now in place to make this a business as usual activity.	

153.	Administration Performance Report	Jo Walton	On the variances against the forecast of investments and administration expenses table the Board had concerns at the size of the increase of Audit Costs and there was a request that officers should continue to revisit the 200% figure and pass on the Board's concerns to the auditors.		Completed.  It is understood that this matter is being dealt with by the Council's Audit Committee.	
153.	Administration Performance Report	Jo Walton	In reference to the key performance indicators there was a question of why the target had only been set at 90% rather than 100%. As a follow on, a question was raised on how the target of 90% had been arrived at? It was agreed to provide an explanation response outside of the meeting.		Completed.  This matter was addressed in the meeting. The KPIs and associated targets are in line with industry standards as endorsed by CIPFA.	
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.	Ongoing  Included in the Investment Strategy Statement review	March 2021/June 2021.

154	Governance and Compliance Report	Councillor King  Jo Walton	<p><b>a)</b> Councillor King explained that Cambridgeshire County Council had been proactive in setting up anti scam champions and offered to email the pensions officers the co-ordinator's details.</p> <p><b>b)</b> Councillor King highlighted how useful he found the on-line training modules on avoiding being scammed and asking if they were being circulated to all Board Members. It was confirmed this was the case and officers would continue to keep members informed of sessions that were available.</p>		<p>a) To be advised by Cllr King.</p> <p>b) All relevant training continues to be notified to members of the Board by email.</p>	
156.	Governance and Administration Risk Management in light of the Coronavirus pandemic	Jo Walton	Councillor Payne raised his concerns about data security in respect of home working and assumed staff had been trained accordingly. He had particular concerns regarding the risks associated with not receiving virus updates if using stand-alone laptops and personal routers. Officers undertook to find out and report back on what safeguards for viruses were in place and how often they were updated.		<p>Ongoing.</p> <p>Seeking clarification from IT, a verbal update will be provided at the meeting if information is available.</p>	
157.	Agenda Plan	Michelle Oakensen	It was explained that due to the pandemic officers had not had the chance to assess the updates need to the agenda plan but would ensure an updated version would be sent around in August.		<p>Completed . Circulated 21<sup>st</sup> August 2020.</p>	