

Action Plan from Effectiveness Review Findings

Key area	Recommended Action	Comments	Status
Clear terms of reference and clearly documented scheme of delegation	A more detailed description of the areas the Board is responsible for should be considered. It is recommended that examples are used in the Terms of Reference.	The constitution was updated by Democratic Services.	Completed.
	An important point made was that the quoracy requirements are not stipulated in the Terms of Reference.	The constitution now includes the quorum requirements of the Board.	Completed.
The structure allows decision making at the appropriate level and quick decision making where appropriate	The link between the Pension Fund Committee and the Pension Fund Board could be strengthened by including an agenda item to consider the most recent Pension Fund Committee papers.	The Board receives the same information at the Committee in a more tailored manner and in some cases more up to date depending upon the meeting cycle.	No change to process required.
Receives well-presented information/reports	It was suggested that the Pension Fund Board receives the minutes of the most recent Pension Fund Committee meeting and features as an agenda item at meetings.	The Pension Fund Board receives the minutes of the most recent Pension Fund Committee meeting and there is a dedicated item on the agenda for discussion if required.	Completed – part of current processes.
A proper range of subject matter is being considered by the Board	The Board are provided with Key Performance Indicator statistics but they do not outline the legal timescale. The legal requirements could be used to inform and link to internal targets.	An activity to design a range of customer experience key performance indicators was included in the Annual Business Plan approved by the Pension Fund Committee in March 2019, the Board has been updated with the implementation of this activity through quarterly Business Plan Update reports.	Due to be completed by 31 st March 2020. Activity put on hold pending developments in workflow software.
	It would be expected that the Board reviews breaches of the law.	An additional section on reporting breaches of the law has been incorporated to the Administration Report	

			Completed – part of the Administration Report.
Key area	Recommended Action	Comments following review	Current status
Clearly articulated knowledge and skills in line with Fund Policy	There is limited information available at present to confirm the completed attendance at training and it is recommended that records are published going forward for openness and transparency.	Individual training is captured in individual training records and published at the end of the year via the Annual Report. The Chairman of the Board is sent information biannually on each members training attainment for review.	Training Strategy due to be reviewed during 2021/22.
Identify and provide ongoing training in an effective and suitable manner to meet requirements.	<p>It would be helpful to ensure all new members of the Board have the opportunity to attend an induction session to complement the information received when they start the role.</p> <p>A standing item could be added to the agenda to promote training sessions as part of meetings.</p>	<p>Newer members of the Board are provided with induction information and are encouraged to contact officers and/or other members if they have any queries or concerns. In addition, courses such as the Introduction to the Local Government Pension Scheme are recommended and officers will continue to facilitate such events.</p> <p>Training items such as the Internal Dispute Resolution Procedure, Statutory and non-Statutory Policies, Cyber Resilience, Valuation updates and the Governance and Compliance Reports have been presented to the Board over the course of the year. As training needs arise these will continue to be addressed through the meetings where pragmatic to do so.</p>	<p>Induction training is being provided following the 2021 elections and CIPFA modules being delivered during the summer of 2021.</p> <p>The training Strategy is due to be reviewed during 2021/22.</p>

<p>Be engaged and provide appropriate challenge</p>	<p>The level of engagement for newer members compared to more long term members was understandably different. It would be recommended to have a check in facility for those newer members during their induction.</p>	<p>Newer members of the Board are provided with induction information and are encouraged to contact officers and/or other members if they have any queries or concerns. Internal training/information days are provided by officers and members are always able to ask for additional support/information if required.</p>	<p>Induction training is being provided following the 2021 elections and CIPFA modules being delivered during the summer of 2021.</p>
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