

Cambridgeshire Local Pension Board Minutes Action Log

This is the updated action log as at 17 June 2025 and captures the actions arising from the most recent Cambridgeshire Local Pension Board meeting and updates Members on the progress on compliance in delivering the necessary actions.

Minutes 4 April

Minute number	Report Title	Action for	Action	Comment	Status
200.	Minutes and Action Log 7 February 2025	Michelle Oakensen	A member queried if the overpayment mentioned in a previous Administration Report from 7 February 2025 had been recovered. Officers to circulate an update.	In progress. The repayment of the overpaid amount remains outstanding. The executor has been contacted, and the matter is currently being monitored by the appropriate team.	
201.	Internal Audit Report	Mark Whitby	To ensure that the executive summary of the report is updated to establish that the Internal Audit Strategy and Plan have been approved by management.	Completed. It has been confirmed that the Strategy and Plan were approved by management before they were presented to the Committee and Board.	
201.	Internal Audit Report	Mark Whitby	A member highlighted a formatting issue in the management action plan in Appendix 2. Officers to update.	Noted. The action plan will be updated for future reports.	
201.	Internal Audit Report	Mark Whitby	Officers to circulate an update on the audit action plan.	In progress.	
201.	Internal Audit Report	Mark Whitby	Following the agreement of the Board, it was agreed to include risk management in the first-year.	Completed.	

201.	Internal Audit Report	Mark Whitby	A Member had questions which related to the confidential appendix. The Chair offered the option of moving into confidential session so these questions could be answered by the Head of Internal Audit and Risk Management, but the Member was content to pose the questions outside of the meeting for written response. Officer to ensure a response it's provided.	Completed.	
204.	Business Plan and Medium-Term Strategy 2025-26	Mark Whitby	A member highlighted that the number of undecided leavers differed in the report to the Data Improvement Plan. Officers agreed to correct this.	Completed.	
205.	Training Strategy	Michelle Oakensen	Officers to share the PowerPoint slides from the June training and networking event once they become available.	Future action.	
205.	Training Strategy	Michelle Oakensen	Officers to amend section 11.5 of the Training Strategy to say "Northamptonshire Pension Fund"	Completed.	
205.	Training Strategy	Michelle Oakensen	Officers to correct the numbering in the Training in the Training Strategy.	Completed.	
206.	Communications Strategy and Plan	Sharon Grimshaw	Officers to correct the spelling error on the final page of Appendix 1.	Completed.	
207.	Risk Strategy	Michelle Oakensen	Officers to review the wording in section 10.9 of the Risk Strategy.	Completed. Pension Fund Board oversight has been included.	
207.	Risk Strategy	Michelle Oakensen	Officers to review the strategy to ensure that the roles and responsibility of West Northamptonshire Council (WNC) and Cambridgeshire County Council (CCC) are clearly stated.	Completed. The introductory section defines the partnership arrangements between Cambridgeshire County Council and West Northants Council.	

208.	Payment of Employee and Employer Pension Contribution Policy Review	Ben Barlow	Officers to review the policy to ensure that the roles and responsibility of West Northamptonshire Council (WNC) and Cambridgeshire County Council (CCC) are clearly stated.	Completed. The introductory section defines the partnership arrangements between Cambridgeshire County Council and West Northants Council.	
209.	General Code of Practice Compliance Best Practice	Madalina Bratec	Officers to circulate additional information regarding the appendices mentioned in Appendix 2.	Completed.	
211.	Pensions Dashboard Update	Michelle Oakensen	Officers to review the draft matching criteria policy to clarify the section referring to the former surname.	Completed. The partial match section has been updated to remove the secondary reference (last name). The amended version was presented to the Committee on 18 June 2025.	
211.	Pensions Dashboard Update	Michelle Oakensen	Officers to review the policy to ensure that the roles and responsibility of West Northamptonshire Council (WNC) and Cambridgeshire County Council (CCC) are clearly stated.	Completed.	
215.	ACCESS Update	Ben Barlow	Officers to circulate the government's response on the ACCESS proposal.	Completed	

Minutes 7 February 2025

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196.	Cyber Strategy	Michelle Oakensen	To investigate if additional assurances can be provided to the Board on cyber detection and prevention activities.	This has been raised with Head of Cyber Security and a full response will be provided in due course.	Ongoing