

Notice of Meeting

Surrey Local Pension Board Supplementary papers

**Date & time**

Thursday, 17
January 2019 at
10.00 am

Place

County Hall, Kingston
upon Thames, KT1
2DN

Contact

Angela Guest
Room 122, County Hall
Tel 02085419075

Chief Executive

Joanna Killian

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If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email angela.guest@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Angela Guest on 02085419075.

AGENDA

3 ACTIONS AND RECOMMENDATIONS TRACKER

(Pages 5
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An amended Recommendations Tracker has been attached and replaces the previous one published.

The Board is asked to **note** its action tracker.

**Joanna Killian
Chief Executive**

Published: 11 January 2019

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**SURREY LOCAL PENSION BOARD
ACTIONS AND RECOMMENDATIONS TRACKER**

The recommendations tracker allows Board Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Board. Once an action has been completed, it will be shaded out to indicate that it will be removed from the tracker at the next meeting. The next progress check will highlight to members where actions have not been dealt with.

Board and Officer Actions

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
27 July 2015	5/15 KNOWLEDGE AND UNDERSTANDING [Item 7]	Board members to advise the Board's scrutiny officer when training is completed.	Board members	There are notifications of completed training outstanding, and the Board are asked to advise the Democratic Services Assistant once completed. The training log has been included on the annual report.	ongoing
4 July 2016 23 April 2018	28/16 EMPLOYER DISCRETIONS 18/18 ACTIONS AND RECOMMENDATIONS TRACKER	That the Board receive a quarterly update on scheme employer authority discretionary statements received. Officers to provide an update report on employer discretions detailing how the issue will be resolved and what resources would be employed to achieve this.	Senior Advisor (Pension Fund)	The twin initiatives of offering assistance with internal disputes and providing guidance on writing a discretions policy, together with supporting documents, was sent out in October. We had intended roll it out in August but a combination of leave and illness conspired to delay the launch. The discretions exercise has immediate relevance and we will report on the level of response at the next meeting of the Local Pension Board.	17 Jan 2019

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
				<p>We have provided a template policy for completion, a completed defensive policy for ideas, a brief tutorial on exercising discretionary properly and a covering letter.</p> <p>We are hopeful of getting a positive response but we have not forgotten that previous exercises foundered on the rock of collective apathy. We shall do everything we can to encourage and support our employing authorities.</p> <p>January 2019's update is presented as a separate report.</p>	
12 October 2017	51/17 ADMINISTRATION AUDIT PROGRESS REPORT	Internal Audit to be invited to a meeting of the Board once the follow up report was available.	Pension Services Manager	The Board were presented with the management's response to the 2016/17 admin audit at its last meeting.	ongoing
23 April 2018	20/18 ADMINISTRATION UPDATE: 1 JANUARY 2018 - 31 MARCH 2018	Officers to provide a follow up report on GMP reconciliation detailing the progress with stage 3.	Head of Business Operations	The Board will receive an update on GMP reconciliation in the Admin report.	COMPLETE
23 April 2018	20/18 ADMINISTRATION UPDATE: 1 JANUARY 2018 - 31 MARCH 2018	Officers to provide further information and consider a greater level of comparison for future CIPFA benchmarking report.	Head of Business Operations	The data will be provided to CIPFA by 18 January 2019 to produce the benchmarking report.	25 Apr 2019

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
25 July 2018	36/18 LOCAL PENSION BOARD ACTION TRACKER	Officers to brief the Chairman on AVC recommendations.		<p>AVC report</p> <p>Officers issued a specification for the work to four providers and received three tenders. We have identified a preferred provider and we are in the process of refining the scope of the exercise. We expect the project to be complete when we report at the next meeting.</p> <p>January 2019's update is presented as a separate report.</p>	17 Jan 2019
25 July 2018	36/18 LOCAL PENSION BOARD ACTION TRACKER	The Pensions Service Delivery Manager to provide dates for completion of the management action plan.	Pensions Service Delivery Manager		COMPLETE
25 July 2018	40/18 ADMINISTRATION UPDATE	The Board to receive annual benefit statements template.	Pensions Service Delivery Manager		COMPLETE
25 July 2018	40/18 ADMINISTRATION UPDATE	The Board to receive information from the helpdesk outlining top issues.	Pensions Service Delivery Manager		COMPLETE
25 July 2018	44/18 CYBER SECURITY	The Board to receive a presentation from the IMT Manager on the Council's implementation of cyber security.	Pensions Accountant Advisor	Presentation will be provided by Network and Security team.	17 Jan 2019

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
23 Oct 2018	57/18 LCOAL PENSION BOARD ACTION TRACKER	The Board asked officers to check distribution lists for employer discretions to ensure that all employing authorities have been contacted.	Senior Advisor (Pension Fund)	The distribution lists have been updated in the light of experience / e-mails that could not be delivered.	17 Jan 2019
23 Oct 2018	57/18 LCOAL PENSION BOARD ACTION TRACKER	The Board asked the Lead Pension Manager to provide bar charts to illustrate progress against agreed milestones in the service improvement plan.	Pensions Lead Manager		17 Jan 2019
23 Oct 2018	57/18 LCOAL PENSION BOARD ACTION TRACKER	Officers to produce an Investment Strategy paper for the next meeting in January 2019.	Head of Pensions (Pension Fund)	The Investment Strategy will be reviewed in accordance with the 2019 valuation. This work is scheduled to commence from Q1 2019/20 and the local board will be briefed on this process. Reporting in line with this review provides the local board with more useful and relevant management information.	17 Jan 2019
23 Oct 2018	57/18 LCOAL PENSION BOARD ACTION TRACKER	Officers to share feedback generated from the roadshows and drop-in surgeries in relation to annual and lifetime allowances.	Pensions Service Delivery Manager		17 Jan 2019
23 Oct 2018	ADMINISTRATION UPDATE 1 JULY 2018 TO 30 SEPTEMBER 2018	Officers to produce two sets of Administration Performance Report figures for January's meeting; one set prepared on the existing basis and the other on the proposed new one.	Pension Service Delivery Manager		17 Jan 2019

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
23 Oct 2018	RISK REGISTERS 2018/19 QUARTER 2	a) Officers to consider adding an item on specific economic risks on the register. b) Officers to update the risk register with the inclusion of the Section 151 officer risk. c) Officers to report on the invoicing of strain costs at the Board's next meeting in January.	Senior Advisor (Pension Fund)	The risk registers have been updated and include additional risks. Pensions Service Delivery Manager to provide an update on outstanding invoices.	17 Jan 2019
23 Oct 2018	ANNUAL BENEFIT STATEMENTS EXERCISE 2018	Officers to develop an approach to obtain missing addresses, with a priority for members approaching or past their retirement dates.	Pension Service Delivery Manager		17 Jan 2019
23 Oct 2018	REVIEW OF INTERNAL DISPUTE RESOLUTION CASES IN 2018/18 (QUARTER TWO)	A further update to be provided on the IDRP cases.	Senior Advisor (Pension Fund)	January 2019's update is presented as a separate report.	17 Jan 2019

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