

**SURREY LOCAL PENSION BOARD  
ACTIONS AND RECOMMENDATIONS TRACKER – UPDATED June 2016**

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**

<b>Date of meeting and reference</b>	<b>Item</b>	<b>Recommendations/ Actions</b>	<b>To</b>	<b>Response</b>	<b>Progress Check On</b>
27 July 2015	4/15 TERMS OF REFERENCE [Item 4]	An item to be brought to the next meeting on the use of substitutes.	Board	The Board members discussed this at the October meeting and agreed to review it in twelve months.	October 2016
27 July 2015	4/15 TERMS OF REFERENCE [Item 4]	An item to be brought to a future meeting on the provision for independent members.	Scrutiny Officer	This is an item on the meeting agenda	Complete
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 scrutiny officer once completed.	July 2016

<b>Date of meeting and reference</b>	<b>Item</b>	<b>Recommendations/ Actions</b>	<b>To</b>	<b>Response</b>	<b>Progress Check On</b>
12 October 2015	15/15 SUMMARY OF PENSION FUND COMMITTEE MEETING - 18 SEPTEMBER 2015	A future report to be provided to the Board outlining transactional issues related to the transfer of data from new employees joining the scheme.	Senior Advisor (Pension Fund)	A report will be brought to the next meeting.	Quarter 1 2016/17
12 October 2015	16/15 SURREY PENSION FUND STATEMENT OF ACCOUNTS 2014-15	Officers to circulate the deep dive review into the cost base of the pension fund to the Board.	Senior Advisor (Pension Fund)	This was circulated prior to the last meeting.	Complete
12 October 2015 Page 12	19/15 CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY PENSION FUND ADMINISTRATION BENCHMARKING CLUB 2015 DRAFT REPORT	The Board to receive the Chartered Institute of Public Finance and Accountancy (CIPFA) Pension Administration Benchmarking Club 2016 report upon publication.	Pension Services Manager	This was circulated prior to the last meeting.	Complete
12 October 2015	21/15 SURREY PENSION FUND ANNUAL REPORT	The Board requested that the governance policy statement and that additional updates concerning the Board were circulated for information.	Scrutiny Officer	These were circulated prior to the last meeting.	Complete
9 March 2016	7/16 UPDATE FROM RECENT SURREY PENSION FUND COMMITTEE MEETINGS: 13 NOVEMBER 2015, 12 FEBRUARY 2016 AND 25 FEBRUARY 2016	The proposed governance arrangements contained in the Pension Fund Committee report on pooled investments to be circulated to the Board.	Senior Advisor (Pension Fund)	This will be circulated prior to the meeting.	July 2016

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
	[Item 7]				
9 March 2016	7/16 UPDATE FROM RECENT SURREY PENSION FUND COMMITTEE MEETINGS: 13 NOVEMBER 2015, 12 FEBRUARY 2016 AND 25 FEBRUARY 2016 [Item 7]	The Fund's response to FOI requests concerning investments to be shared with the Board.	Senior Advisor (Pension Fund)	This will be circulated prior to the meeting	July 2016
9 March 2016	8/16 KEY PERFORMANCE INDICATORS AND ADMINISTRATION [Item 8]	That the Chairman write to the Cabinet Member for Business Services and Resident Experience to encourage greater impact analysis prior to any agreement to provide pension administration services to other administrating authorities.	Chairman	This letter has been sent and a response received. The letter is attached and the Chairman will update verbally on the response.	Complete
9 March 2016	8/16 KEY PERFORMANCE INDICATORS AND ADMINISTRATION [Item 8]	That the contributions received benchmark to be adjusted to 100% in line with the statutory requirements.	Senior Advisor (Pension Fund)	This benchmark has been adjusted.	Complete
9 March 2016	8/16 KEY PERFORMANCE INDICATORS AND ADMINISTRATION [Item 8]	Pension Services to circulate its action plan and timescales for improvement in relation to the issues outlined above to Board members.	Pension Services Manager	This will be circulated prior to the meeting.	July 2016

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
9 March 2016	8/16 KEY PERFORMANCE INDICATORS AND ADMINISTRATION [Item 8]	An update on the progress of employer data submissions in relation to the tri-annual valuation and the issuing of annual pension benefit statements to be brought to the next Board meeting.	Senior Advisor (Pension Fund)	There will be a verbal updated included in the Committee update at today's meeting.	July 2016
9 March 2016	9/16 SCHEME ADVISORY BOARD BENCHMARKING EXERCISE [Item 9]	The Board to receive the consultation from the Scheme Advisory Board for further comment.	Senior Advisor (Pension Fund)	The consultation is pending, following the return of the benchmark exercise figures – the Board will be updated when this consultation is announced.	Quarter 2 2016/17
9 March 2016	11/16 SURREY PENSION FUND: FROZEN REFUNDS [Item 11]	Officers to confirm the monetary value held by the Fund in frozen refunds.	Pension Services Manager	There are 2597 cases (pre 2014 scheme) with an average value of £ 166. The total value is £ 431k (excluding interest)	Complete
9 March 2016	11/16 SURREY PENSION FUND: FROZEN REFUNDS [Item 11]	The address screening exercise to issue a letter and claim form to those entitled to a frozen refund prior to 2014.	Pension Services Manager	This work is planned post-valuation submission.	Quarter 2 2016/17
9 March 2016	12/16 SURREY PENSION FUND: UNPROCESSED LEAVERS [Item 12]	That a further report is provided following the tri-annual valuation.	Pension Services Manager	This update will be scheduled following the tri-annual valuation.	Quarter 3 2016/17
9 March 2016	13/16 COUNSEL OPINION ON THE LEGAL STATUS OF PENSION BOARDS [Item 13]	The correspondence confirming indemnity and insurance arrangements to be circulated to the Board.	Scrutiny Officer	This has been circulated to the Board.	Complete

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9 March 2016	13/16 COUNSEL OPINION ON THE LEGAL STATUS OF PENSION BOARDS [Item 13]	A further report concerning any changes to governance structures required to be brought once the Scheme Advisory Board has updated its guidance.	Senior Advisor (Pension Fund)	This item to be added to the forward work programme at a future date.	Quarter 2 2016/17
9 March 2016	16/16 UPDATE FROM RECENT SURREY PENSION FUND COMMITTEE MEETINGS: 13 NOVEMBER 2015, 12 FEBRUARY 2016 AND 25 FEBRUARY 2016 [Item 16]	The Board to receive a further update concerning asset allocation following the tri-annual valuation.	Senior Advisor (Pension Fund)	This item to be added to the forward work programme at a future date.	Quarter 2 2016/17

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