

**SURREY LOCAL FIREFIGHTERS' 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
26 October 2017	10/17 MINUTES FROM THE PREVIOUS MEETING [Item 2]	The Finance officer to provide the Board with a briefing outlining the process for making contribution deductions in advance of the next meeting.	Head of Pensions	Finance briefing attached as Annex 1 at Item 11 in Supplementary agenda, 29 March 2018.	28 February 2018
26 October 2017	5/17 ADMINISTRATION UPDATE 1JAN 2017 – 31 AUG 2017 [Item 5]	Officers to provide the new KPI's report at the Board's next meeting.	Pension Services Manager	The Pensions Services Manager to ask Members of areas of focus/concerns at its meeting on 29 March 2018.	28 February 2018
26 October 2017	5/17 ADMINISTRATION UPDATE 1JAN 2017 – 31 AUG 2017 [Item 5]	The Board to receive an update report on the Contributions Holiday Exercise to report any tax return at its next meeting.	Pension Services Manager)	Complete -Update provided in the Admin report for 29 March 2018 meeting.	28 February 2018
26 October 2017	5/17 ADMINISTRATION UPDATE 1JAN 2017 – 31 AUG 2017 [Item 5]	Officers to provide a GMP reconciliation update report for the next Board meeting.	Pension Services Manager	Complete - report will be provided for 29 March 2018 meeting.	28 February 2018
26 October 2017	5/17 ADMINISTRATION UPDATE 1JAN 2017 –	Officers to provide a GDPR update report for the next meeting.	Pension Services Manager	Completed - report will be provided for 29 March 2018 meeting.	28 February 2018

Item 11

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
	31 AUG 2017 [Item 5]				
26 October 2017	5/17 ADMINISTRATION UPDATE 1JAN 2017 – 31 AUG 2017 [Item 5]	The Pensions Service Manager to communicate the roll out of the online portal once upgraded to enable officers and station representatives to publicise and offer guidance to firefighters.	Pension Services Manager	Complete -Update provided in the Admin report for 29 March 2018 meeting.	28 February 2018
26 October 2017	5/17 ADMINISTRATION UPDATE 1JAN 2017 – 31 AUG 2017 [Item 5]	Officers to report progress of the administration service training programme.	Pension Services Manager	Complete -Update provided in the Admin report for 29 March 2018 meeting.	28 February 2018
26 October 2017	14/17 IDRP [Item 6]	Officers report the breach to tPR once the Stage 2 complaint has been heard on 8 November 2017.	Pension Services Manager	Pension Services Manager to update the Board under item 12, AOB on 29 March 2018.	28 February 2018
26 October 2017	15/17 DRAFT RISK REGISTER [Item 7]	Officers to amend the Surrey FFPS Risk Register to include GMP reconciliation and work reform, and reassess the scores for risks F6 and F9.	Head of Pensions	Complete – Risk Register tabled at Item 8 of agenda for 29 March 2018 meeting.	28 February 2018
26 October 2017	16/17 ABS REVIEW 2017 [Item 8]	The Pensions Services Manager to report the late issuance ABS's to tPR providing the chairman a copy.	Pension Services Manager	Completed – a letter of acknowledgement has been received from tPR, Feb 2018.	28 February 2018
26 October 2017	16/17 ABS REVIEW 2017 [Item 8]	Officers to explore training opportunities for the Board to develop a wider understanding of the Firefighters Pension Scheme.	Head of Pensions	NM to update the Board at its meeting on 29 March 2018.	28 February 2018

Date of meeting and reference	Item	Recommendations/ Actions	To	Response	Progress Check On
26 October 2017	16/17 ABS REVIEW 2017 [Item 8]	The Board recommends that a project report on the production of ABS for 2017/18 be brought to the Board's at its next meeting.	Pension Services Manager	Completed, report will be provided for 29 March 2018 meeting.	28 February 2018

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