

SURREY LOCAL PENSION BOARD ACTIONS AND RECOMMENDATIONS TRACKER

The actions and 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 green 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.

KEY			
	No Progress Reported	Action In Progress	Action Completed

Date of meeting and reference	Item	Recommendations/Actions	To	Response	Progress												
27 July 2015 A1/15	Knowledge and Understanding	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												
23 October 2018 A6/18	Action Tracker	The Board asked the Lead Pensions Manager to provide bar charts to illustrate progress against agreed milestones in the service improvement plan.	Lead Pensions Manager	The Lead Pensions Manager recommends that this action be carried forward and incorporated into the SIP2 consultation in order to agree ongoing reporting format to LPB. Three month milestone provided in Annex 1.	Complete												
23 October 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.	Pensions Support and Development Manager	ITM have completed the initial electronic trace, and the results will provide an increase in data quality which will allow for more efficient processing of pension and member communications. The ITM results are broken down as: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Mortality and Electronic Trace</td> <td style="text-align: center; font-size: small;">9,599</td> <td style="text-align: center; font-size: small;">£0.20</td> <td style="text-align: right; font-size: small;">£1,919.80</td> </tr> <tr> <td style="font-size: small;">Traced to same address within the last 3m</td> <td style="text-align: center; font-size: small;">702</td> <td style="text-align: center; font-size: small;">£0.00</td> <td style="text-align: right; font-size: small;">£0.00</td> </tr> <tr> <td style="font-size: small;">Traced to new address within the last 3m</td> <td style="text-align: center; font-size: small;">5,280</td> <td style="text-align: center; font-size: small;">£1.25</td> <td style="text-align: right; font-size: small;">£6,600.00</td> </tr> </table>	Mortality and Electronic Trace	9,599	£0.20	£1,919.80	Traced to same address within the last 3m	702	£0.00	£0.00	Traced to new address within the last 3m	5,280	£1.25	£6,600.00	Complete
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24 October 2019 A11/18				<table border="1" data-bbox="1205 304 1962 341"> <tr> <td data-bbox="1205 304 1599 341">Total fee to date</td> <td data-bbox="1599 304 1713 341"></td> <td data-bbox="1713 304 1816 341"></td> <td data-bbox="1816 304 1962 341">£8,519.80</td> </tr> </table> <p data-bbox="1205 376 1962 507">There are approx. 6,300 members that require the full trace exercise. The Surrey Pension Fund team have been supplied the results data and an options paper for carrying out the next phase of work.</p> <p data-bbox="1205 547 1962 611">An Update on tracing exercise has been included in Annex 3 of Administration Update Report.</p>	Total fee to date			£8,519.80	
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25 April 2019 24 October 2019 A13/19	Administration Update (1 January 2019 – 31 March 2019)	An executive summary from the Pensions Lead Manager on the data improvement plan is to be added to the forward plan for presentation at a meeting later in the year.	Pensions Lead Manager	The report on the data improvement plan is included in the admin paper.	Complete				
25 April 2019 A18/19	Compliance With the Pensions Regulator's Code of Practice No. 14	Members are to complete the pensions regulator's toolkit.	Board Members	Members continue to complete regulator's toolkit training.	Ongoing				
18 July 2019 A32/19	Additional Voluntary Contributions Governance Report produced by Barnett Waddingham	The Board is asked to note the key findings.	Senior Advisor (Pensions)	The report was presented and noted by members in the last Board meeting.	Complete				

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24 October 2019 A34/19	Administration Update (1 July 2019 To 30 September 2019)	The Pensions Lead Manager is to author a single-page view of whether cases were new or related to legacy issues.	Pensions Leader Manager	ITM analysis included as annex 2 which includes summary of backlog.	Complete
24 October 2019 A35/19	Administration Update (1 July 2019 To 30 September 2019)	Draft versions of future member newsletters are to be presented to the Board.	Pensions Leader Manager	Newsletter drafted and has been added as an appendix. Comms plan has been shared and agreed with the pension fund.	Complete
24 October 2019 A36/19	Administration Performance Report (Quarter 2)	<ul style="list-style-type: none"> • Future performance reports are to differentiate between new and old cases. • Future performance reports are to include a section on how the number of backlog cases is decreasing. 	Pensions Lead Manager/ Senior Advisor (Pensions)	Meeting between Clare Chambers and Nick Harrison on 4 February 2020.	Complete
24 October 2019 A37/19	Risk Registers 2019 (Quarter 2)	The total risk score for A19 is to be amended to amber.	Pensions Lead Manager	The risk register has been amended.	Complete
24 October 2019 A38/19	Compliance With The Pensions Regulator's Code Of Practice No. 14	An updated report on compliance is to come back to the Board in six months.	Pensions Accountant Advisor	An update report will be provided in May Board meeting.	Complete

Date of meeting and reference	Item	Recommendations/Actions	To	Response	Progress
24 October 2019 A39/19	Draft Administration Strategy	The Board is to receive information about any comments received from employers.	Pensions Accountant Advisor	The consultation period has been extended to 21st February 2020 to allow more employers to respond.	Complete