

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	By When	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 is regularly updated.	Ongoing
5 August 2021 A2/21	Risk Registers	That officers work with the Chairman on presenting the risk register	Head of Accounting and Governance		The Head of Accounting and Governance is in the process of reviewing the strategic risk approach with input from the Council's Strategic Risk Business Partner. An update will be brought to the LPB meeting of 27/05/2022 after consultation with the Chairman	Ongoing

COMPLETED (Will be deleted from tracker for next meeting)

13 February 2020 A3/20	Summary of the Pension Fund Committee Meeting of 20 December 2019	That Members of the Board and Fund Committee have future training alongside each other.	Pensions Finance Specialist		The training plan will be presented to the Board annually.	Completed
11 November 2021 A4/21	Administration Performance Report and Update	The Strategic Finance Manager (Pensions) to provide an explanation of how complaints were categorised and defined to the next meeting.	Asst Dir Pensions		Contained in the Administration Update Paper for the LPB meeting of 18/02/2022	Completed
13 February 2020 A1/20	Action Tracker - ITM analysis annex 2 to February's Board meeting which included a summary of the backlog.	Members will be provided with an update concerning the six cases within the frozen refund population ahead of the statutory deadline under the 2013 Regulations.	Head of Pensions Administration		<p>The ITM analysis identified 6 members who were entitled to a refund but had not claimed payment within the 5 year deadline. The PAT have implemented a new process to ensure that members who are approaching the 5 year deadline but haven't claimed their refund are sent a reminder. A quarterly report will also be sent to the Employer and Governance Manager detailing the frozen refund members who have not claimed payment within the statutory 5 year deadline, and those that are paid a refund after the 5 year deadline. This will form part of the Funds Breach Reporting.</p> <p>Nov 2021: report requested from SAS Team – this will form part of breach reporting going forward.</p> <p>Update November 2020 - members with frozen refund payments had been contacted. One third had so far responded and the team were undertaking repayments. She further</p>	Completed

					explained how the team were trying to track members and that if they could not access them within five years of their leaving then a breach of law would have to be declared, unless they were settled into an escrow account. Officers have arranged for HSBC to set up an escrow style account for discharging refunds approaching the five-year and death grants approaching the two-year deadlines.	
11 November 2021 A3/21	Turnaround Programme Update	That the Strategic Finance Manager share the timeline, and report going to Audit & Governance Committee, with Members.	Asst Dir Pensions		Link to papers available here: https://mycouncil.surreycc.gov.uk/documents/g7998/Public%20reports%20package%20Monday%2029-Nov-2021%2010.30%20Audit%20and%20Governance%20Committee.pdf?T=10	Completed
5 August 2021 A1/21	Admin Update	That the Board be sent the members' newsletter before the next meeting.	Head of Pension Administration		Distributed to democratic services and available here https://www.surreypensionfund.org/forms-and-publications/active-member-newsletter-autumn-2021/	Completed

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