

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 Governance Manager when training is completed.	Board Members	N/A	There are notifications of completed training outstanding, and the Board are asked to advise the Governance Manager once completed. The training log is regularly updated.	Ongoing
17 February 2023 7/23	Risk Register update 2022/23 Quarter 3	Concerns regarding the introduction of the new financial system My Surrey- Unit 4 to be highlighted to the Pension Fund Committee and to the Unit 4 Project Team	Pension Fund Committee Board Member	March 2023	Officers to work with My Surrey Unit 4 to obtain the necessary assurance and timelines. Update on status included as an annexe to the Risk Register paper for the November Committee.	Ongoing
28 July 2023 2/23	Action Tracker and Forward Plan	Training Policy: To reconsider the three-year expiration on training undertaken.	Training Officer	February 2024	To consider as part of the annual review of the training policy	Ongoing
28 July 2023 2/23	Action Tracker and Forward Plan	To move internal audit updates to standing items on forward plan	Governance Manager	November 2023	Amended Forward Plan	Complete

Date of meeting and reference	Item	Recommendations/Actions	To	By When	Response	Progress
28 July 2023 3/23	Risk Register	That an update be brought to the next meeting on the timeline for production of the Business Continuity Plan.	Accounting & Governance: Compliance Officer	November 2023	Produce a Report and Timeline and presented to the Board at the November Meeting.	Complete
28 July 2023 4/23	Change Programme	That the Head of Change Management would provide further advice outside of the meeting on understanding the dashboard and provide a glossary in future reports.	Board & Committee	November 2023	Produced a report to review dashboard	Complete
28 July 2023 5/23	LPB Annual Report	To correct the Register of Interests and attendance sections of the report before submitting to the Pension Committee.	Board	November 2023	Amendments made and circulated.	Complete
28 July 2023 6/23	Business Continuity and Cyber Security	That an update on business continuity be brought to a future meeting and added to forward plan.	Board & Committee	May 2024	Interim update on Business Continuity Plan – November 2023 Added to forward Plan for May 2024	Complete

COMPLETED (Will be deleted from tracker for next meeting)

Date of meeting and reference	Item	Recommendations/ Actions	To	By When	Response	Progress
19 February 2023 22/22	Summary of the Pension Fund Committee Meeting 16 June 2023	Training of Committee Members provided by Border to Coast on Real Estate	Board Member	05 June 2023	Request to share training material from Border to Coast on Real Estate with Member	Complete

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