

LPB Action Log (Live Master)_ - Open Actions

Action Ref	Date Raised	Source	Action Lead	Status	Pension Work Activity	Action	Comments	RAG
LPB044	18-Mar-20	Board	Mike Pearson	In progress	Risk Management	WYPF Cyber Security WYPF business continuity plan to be reviewed by MP/SP/CG, specifically with regard to cyber attack. Feedback given, WYPF asked to consider and respond. MP to review risk register to assess impact of gaps in WYPF BCP Aon free cyber questionnaire - consider benefit of using it (see email from Satnam 14/07/20).	12/01/2023:MP to check LPB minutes to confirm Helen Scargell's (WYPF) action. 08/02/2023: MAT to email clients on the user group, to see if anyone has had any reinsurance. 02/03/2023: MAT states she plans to bring this up at the compliance meeting in April. 06/04/2023: MAT will bring up at the Fire compliance meeting on the 19th of April and to speak to WYPF to discuss cyber attack on Capita. 04/05/2023: MAT has confirmed that WYPF have no business continuity plan for a Cyber security attack but does have software to prevent one.	A
LPB055	09-Sep-20	Board	Zoe Smyth	Pending	Administration and Compliance	Administration, Management and Governance Strategy Board agreed to adopt the template strategy developed by the LGA/SAB and that Board documentation and toolkits should be adapted accordingly subject to outcome of the LGA/SAB consultation.	15/10/20: Awaiting outcome of LGA/SAB consultation. 06/09/21: No update in August bulletin. ZS to chase Claire Hey for update. 12/10/21: Draft strategy produced, circulated for comments. 24/11/21: "Devonised" version of Strategy in production. Intention is to submit to Board early in 2022 for adoption and subsequent publication on the Pensions page of the Service website. 07/03/22: No progress, age discrimination remedy caseload 08/04/22: ZS to revisit terms of reference and roles and responsibilities to ensure they align 12/05/2022 ZS to ensure that role and responsibilities align with strategy. 09/06/2022 - To be presented to LPB on 22/06/2022. 22/06/2022 - ZS states there is still a few things to finalise, before presenting at the next LPB in September. 11/07/2022 - ZS and MAT will be finalising a draft strategy document this week and will circulate to MP, SS and SY. 15/08/2022: ZS would aim to present this at September LPB meeting (7th) 05/09/2022: Information moved into a policy template. Policy is pending approval from the Information Governance team. Content UpToDate and compiled. 11/10/2022: MP would discuss with Sarah Bailey 09/11/2022: Governance and Administration strategy had been approved, awaiting final publication. Remaining policies remained in the publication process. MP would follow up 12/01/2023: ZS confirms it has been published. ZS to look at publishing externally. 04/05/2023: Governance Strategy has been completed ACTION CLOSED.	A
LPB070	15-Sep-21	Board	Zoe Smyth	In progress	LPB Governance and Effectiveness	Development of KPIs Three KPI's together with any additional potential KPI's from Governance Strategy to be considered and reviewed	24/11/2021: Will be scheduled when possible, age discrimination remedy work taking priority. 07/03/2022: No progress, age discrimination remedy caseload 08/04/2022 MAT to work with the well-being team to collaborate and create a clear procedure 22/05/2022 MAT to look at developing an LPB Dashboard 09/06/2022 - MAT spoken to Claire Johnson to draw on her West Yorkshire experience and SW and Wales group on how they manage their KPI's. Trying to obtain more information before development. 11/07/2022 - MAT continuing to look at what effective dashboards may look like. 15/08/2022: WYPF undertaking a KPI review, MAT would provide input into this and provide brief when available and work concluded. 05/09/2022: Ongoing 11/10/2022: Review of contract meeting had taken place with WYPF. Work ongoing 09/11/2022: Ongoing - work in progress 12/01/2023: ZS and MAT will draft a Teams page for the LPB, which will show membership and opt out figures on a quarterly basis, to be reviewed at each LPB meeting. MP states the basics of the dashboard need to be established prior. 08/02/2023: SS content no further action required. 04/05/2023: KPI development has been completed ACTION CLOSED.	A

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LPB072	15-Sep-21	Board	Zoe Smyth	Pending	LPB Governance and Effectiveness	<p>Revision of the training needs analysis ZS to facilitate a revised training needs analysis to include new Board members and refresh submissions from existing members.</p>	<p>12/05/2022 ZS to facilitate a revised training needs analysis to include new Board members and refresh submissions from existing members. 09/06/2022 - MAT to pick this up. MP to send over details of previous TNA. 11/07/2022 - MAT still working on this, aiming to bring something to the LPB on 7th of September. 15/08/2022: MAT would send the TNA to SY to circulate to the Board ahead of the LPB meeting 05/09/2022: Two returns received by MAT. Awaiting remaining returns 11/10/2022: A reminder had been given at the LPB meeting, no further returns received. ME to chase 09/11/2022: No further TNA's received. HS to chase. 12/01/2023: HS and MAT chased, 4 responses recieved to date. MAT to schedule 1-1 sessions to go through TNA with outstanding individuals. 08/02/2023: MAT has sat with individuals and gone through TNA. One remaining. Once complete MAT to complete training plan. 02/03/2023: MAT awaiting two repsonses. 06/04/2023: Ongoing, two outstanding. 04/05/2023: TW to set up meeting for SS and MAT re training needs analysis ACTION CLOSED</p>	G
LPB076	22-Mar-22	Board	Zoe Smyth	For information	LPB Governance and Effectiveness	<p>tPR Training Modules Updated Confirm revised Code of Practice 14 has been issued and whether tPR modules will be updated to inform LPB member refresh schedule</p>	<p>11/07/2022: New code still awaited. 15/08/2022: New code not expected until end of 2022 05/09/2022: Ongoing. 11/10/2022: Ongoing, update expected at the Fire Pension Conference in October 09/11/2022: Email to be sent to all LPB members informing them that the TPR would update the eLearning modules until next year, those due to refresh would need to redo existing modules. 12/01/2023: All board members were reminded where there were more than two years since they had done them. A review to carried out in February to see who has completed training. 08/02/2023: No further update, awaiting modules to be released. 02/03/2023: No update untill modules released. 04/05/2023: No further updates</p>	G

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LPB081	08-Apr-22	Chair	Mareena Anderson-Thorne	In progress	LPB Governance and Effectiveness	Abatement Policy, Discretions Policy, Retirement Re-employment Policy Review in light of Pensions Ombudsman determination PO-25374	<p>08/04/22 MAT Looking at Abatement (Retirement/re-employ) policy, along with Discretions for FPS & LGPS.</p> <p>12/05/2022 MAT Looking at Abatement (Retirement/re-employ) policy, along with Discretions for FPS & LGPS. Still a work in progress. Looking to complete draft policies by the end of May and deliver to People Committee in July.</p> <p>09/06/2022 - MAT reviewing the services' policies to make sure they are fit for purpose, some policy changes will need to be taken to the FA for approval.</p> <p>11/07/2022 - MAT and ZS reviewing policy changes this week with a view to having a meeting with SS, MP and DR to discuss what we are going to do with these policy positions. We are aiming to take this to the authority LPB 26th September.</p> <p>15/08/2022: MAT expected to take the requisite policies to the FRA in September. Draft discretion policy to be shared at the LPB meeting. RAG rating updated to 'green'</p> <p>05/09/2022: Discretions Policy on the FRA agenda for discussion.</p> <p>11/10/2022: Discretions policy had been approved. The abatement and retirement re-employment policy were in progress. MAT to refer to pay policy statement when finalising draft. Draft to be shared with SS and MP</p> <p>09/11/2022: ICT issue resulting in policies not showing as live on SharePoint despite being approved. MP would raise with Sarah Bailey.</p> <p>12/01/2023: IG Team able to help with issue, but require MAT to request them to open it each time.</p> <p>08/02/2023: MAT to update LGPS discretion policy, to be tabled at next FRA meeting.</p> <p>02/03/2023: Firefighter Pension policy went to the February authority meeting. MAT needs to get it into the template.</p> <p>06/04/2023: MAT to send policy templates to be published. MP to pick up policy templates issues with IG.</p> <p>04/05/2023: TW to set up meeting with IG to discuss the policy template issue ACTION CLOSED</p>	G
LPB088	31-Oct-22	Chair	Mareena Anderson-Thorne	For information		Pension Dashboards Preparations LPB to seek confirmation from WYPF on what they are doing in preparation for the Pension Dashboards.	<p>09/11/2022: Action updated. MAT to email WYPF seeking confirmation.</p> <p>12/01/2023: MAT to review November Bulletin, which outlines the Pension Dashboard Preparation. WYPF plan to use month 12 data from the annual benefit statement, which is why dashboard will not be live until September 2024.</p> <p>08/02/2023: No further update.</p> <p>02/03/2023: No update.</p> <p>03/03/2023: a reset of the Pensions Dashboard Programme (PDP) which will extend the delivery of pensions dashboards. While the new timescales have not been confirmed, this will push the connection deadline for the FPS back from the scheduled date of 30 September 2024.</p> <p>04/05/2023: Pension Dashboard programme schedule has been pushed but DSFRS's date will be correct</p>	G
LPB089	02-Aug-23	Board	Zoe Smyth	In Progress		Reporting of Breaches	<p>08/02/2023: MAT and ZS to identify and present breaches at next LPB meeting.</p> <p>06/04/2023: MAT and ZS to contact the pension regulator to try and set up an exchange account to be able to report breaches.</p> <p>04/05/2023: Exchange accounts have now been set up</p>	G
LPB090	04-May-23	Board	Shayne Scott	In progress		Chair of Local Pension Board Following the retirement of MP, a new chair will need to be appointed for the LPB.	<p>04/05/2023: SS to email EB about appointing a new chair for the Local Pension Board. SS emailed EB 04/05/23 awaiting for decision</p> <p>01/04/2023: Terms of Reference to be taken to EB tactical on 06/06/2023, for the appointment of the new LPB Chair to be decided prior to the LPB on the 21st of June</p>	G