

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	Mareena Anderson-Thorne	In progress	Risk Management	<b>WYPF Cyber Security</b> 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 asses 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 reassurance. 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. 21/06/23: LPB update: Several Local Pension Boards had recognised this risk on Board risk registers. HSc advised WYPF were governed by Bradford Council, with cyber security responsibility sitting with the Council. The council monitored this threat on behalf of WYPF. HSc advised WYPF did undertake regular disaster management exercises in the eventuality of loss of servers and information. The Board had concerns around business continuity, including the lack of business continuity plan and the cyber security threat, therefore, the action remained. HSc advised MAT to reissue an information request to WYPF. 06/07/2023: Reissued to WYPF, awaiting further response. Would be raised at next Fire Clients meeting. 02/08/2023: MAT had discussed further with WYPF, WYPF had noted other FRS's who had also voiced concerns around business continuity. WYPF did not share the same concern towards potential cyber security threats. 07/09/2023: No further update from WYPF. Service still awaiting. MAT would chase when appropriate. 05/10/2023:	A
LPB089	02-Aug-23	Board	Zoe Smyth	In Progress		<b>Reporting of Breaches</b>	08/02/2023: MAT and ZS to identify and present breaches at next LPB meeting. 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. 04/05/2023: Exchange accounts have now been set up 06/07/2023: Action to remain open. No breaches reported in current month. 02/08/2023: No new breaches 07/09/2023: No new breaches 05/10/2023: No new breaches	G
LPB090	04-May-23	Board	Shayne Scott	In progress		<b>Chair of Local Pension Board</b> Following the retirement of MP, a new chair will need to be appointed for the LPB.	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 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 21/06/2023: Chair to be determined post FRA decision 06/07/2023: The appointment of an Officer to the LPB would need to be agreed by the Fire Authority, the next FRA meeting would take place on the 25 September. This item would be tabled for discussion, with supporting paper to be provided. The Chair of the Board would be appointed thereafter, expressions of interest for Chair would be shared with the Board ahead of the meeting. 02/08/2023: The Chair would be determined, once Maria Sibson had been appointed to the Board by the FRA (25 September) 07/09/2023: As above. 05/10/2023: Chair would be lected at the next Local Pension Board meeting on Decemeber 2023. Cllr Jeff Trail had left the Board, Cllr Simon Coles had been appointed as replacement. Maria Sibson had also been appointed as Scheme Manager Rep.	G
LPB091	21-Jun-23	Board	Mareena Anderson-Thorne	In progress		<b>Revision of the training needs analysis</b> New Board members to undertake TNA with MAT.	06/07/2023: Ongoing, awaiting TNA for MP and Cllr Trail. 02/08/2023: Ongoing. MAT to contact Cllr Trail. 07/09/2023: Ongoing - awaiting confirmation of new Board members. 05/10/2023:	G
LPB092	21-Jun-23	Board	Shayne Scott	In progress		<b>Internal Resourcing</b> SS to discuss internal resourcing requirements with MAT (relating to case administration and processing for McCloud/Saergant/Matthews)	06/07/2023: The resourcing requirements for administration of the McCloud/Saergant/Matthews cases had increased, further resourcing was required by MAT and ZS imminently. Internal options for resourcing to be explored. MAT and ZS to provide short description of role requirements to SS. 02/08/2023: Additional support resourcing sought for the data file work. Matthews work still required additional resourcing. Internal resourcing reached further than the McCloud/Saergant/Matthews work, including level of knowledge base, impact of additional responsibilities and changing capacities. Short term resourcing support had been sought within he finance department, this would not be a sustainable longer term solution. 07/09/2023: A number of colleagues from the Finance department had assisted in checking the data file. The work required needed to be done manually and would be a lengthy process. A significant factor for the lengthy process is the complexity of the data and the discrepancies arising in the calculations. The data discrepancies had arisen through changes made to allowances, changes in ruling and changes to the pensions administrator. Each case takes a number of hours to administer. When all avenues for managing had been exhausted MAT and ZS would discuss acceptable discrepancy figures with SS. 05/10/2023:	G
LPB093	06-Jul-23	Board		Closed		<b>WYPF Contract</b> The WYPF contract had ended in 2022, the Service needed to consider extension or alternate options.	06/07/2023: Item for monitoring progress. 02/08/2023: Contract extension letter issued by Procurement to WYPF. WYPF agreed to extend until 31 March 2025. Action completed. 05/10/2023:	