

\$e2faswro.xlsx - 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	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 asses impact of gaps in WYPF BCP Aon free cyber questionnaire - consider benefit of using it (see email from Satnam 14/07/20).	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. 06/12/2023: WYPF cyber security position was still awaited. WYPF had tested their systems but a business continuity plan for cyber security was still awaited. Helen Scargill would seek to get an update within the next two weeks and prior to the next meeting. Agreed to increase risk RAG rating to re. 01/02/2024: No firm clarity from WYPF. ZS would review further with MAT. 07/03/2024: BC plan had been recieved, this was not a Cyber Security Plan	R
LPB089	02-Aug-23	Board	Zoe Smyth	In Progress		Reporting of Breaches	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 01/02/2024: No new breaches 07/03/2024: No new breaches	G
LPB091	21-Jun-23	Board	Mareena Anderson-Thorne	In progress		Revision of the training needs analysis 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. 06/12/2023: Training Needs Analysis to be completed by new Board Members (MS and SC) 01/02/2024: ZS had a call with TPR regarding new code for new legislation that needs to be signed off. New Pension training is nearly complete and all Board members will be contacted to revisit training wh appropriate. 07/03/2024: New code had been launched, however, new TPR training packages not yet live.	G

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LPB092	21-Jun-23	Board	Shayne Scott	In progress		Internal Resourcing SS to discuss internal resourcing requirements with MAT (relating to case administration and processing for McCloud/Saergant/Matthews)	<p>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.</p> <p>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 the finance department, this would not be a sustainable longer term solution.</p> <p>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.</p> <p>06/12/2023: The Service was looking to obtain additional administrative support on fixed term contract basis to assist with significant workload (immediate detriment etc.). The recruitment for a replacement Pensions Officer was ongoing. In light of these issues, it was agreed to increase RAG rating to amber. WYPF considered it was adequately resourced until 2025 but had a constant process for recruitment and training;</p> <p>01/02/2024: One additional staff member assisting with the workload.</p> <p>07/03/2024: Service would be looking to obtain additional fixed term staff, three additional staff members approved (07/03).</p>	A
LPB093	06-Jul-23	Board		Closed		WYPF Contract The WYPF contract had ended in 2022, the Service needed to consider extension or alternate options.	<p>06/07/2023: Item for monitoring progress.</p> <p>02/08/2023: Contract extension letter issued by Procurement to WYPF. WYPF agreed to extend until 31 March 2025. Action completed.</p> <p>06/12/2023: A contract review meeting would need to be rescheduled with WYPF.</p> <p>01/02/2024: Contract has been extended to 31 March 2025. Further discussions would be required to determine future. RAG rating changed to Amber.</p>	A