

Copy of Pension Action Log - Open Actions

Date Raised	Source	Action Lead	Status	Pension Work Activity	Action	Comments	RAG
30-Oct-19	Board	Zoe Smyth	In progress	LPB Governance and Effectiveness	<p>Local KPIs for Board Effectiveness</p> <p>WYPF suggested that consideration to be given to development of Board KPIs to assess Service effectiveness in information transmission to WYPF (e.g. time taken to notify WYPF of death in service; pay awards etc.)</p> <p>05/06/20: Action now is to develop KPI dashboards for Scheme Manager and for LPB</p>	<p>11/12/19: CG asked to consider any KPIs that might assist the LPB monitor scheme manager effectiveness. Consider what WYPF think is key and also look at audit reports for possible indicators.</p> <p>12/02/20: CG researching what other LPBs do.</p> <p>06/03/20: Work in progress</p> <p>28/04/20: CG considering dashboard approach. Now pending - Covid-19</p> <p>05/06/20: Action remains pending because of Covid-19 arrangements.</p> <p>17/08/20: CG to circulate thoughts on KPIs</p> <p>09/09/20: Paper taken to LPB. CG to progress development of the KPIs.</p> <p>15/10/20: CG looking at collecting relevant data to support measures.</p> <p>25/11/20: CG making progress on this - update to follow.</p> <p>09/12/20: KPI on time taken for ill-health retirements to be developed</p> <p>07/01/21: Work ongoing, reporting on small dashboard for Feb</p> <p>04/02/21: Dashboard produced. CG to set up additional measure and action comms around retiree notice periods. Impact on performance to be monitored</p> <p>03/03/21: 2 KPIs in place, 3 further in progress. Comms to be actioned.</p> <p>13/04/21: Comms issued 22.03.21. CG to speak to union reps.</p> <p>12/05/21: Further comms to be actioned. Three further KPIs in progress.</p> <p>09/06/21: Proposal to LPB 23rd June on 2 KPI's, ill-health KPI pending.</p> <p>12/07/21: Slow progress on development of dashboards due to HMI resourcing priorities. Likely to be Autumn.</p> <p>12/10/21: As reported previously this is unlikely to be looked at until autumn.</p> <p>24/11/21: Action will be superseded by other action. ACTION CLOSED</p>	G
18-Mar-20	Board	Mike Pearson	In progress	Risk Management	<p>WYPF Cyber Security</p> <p>WYPF business continuity plan to be reviewed by MP/SP/CG, specifically with regard to cyber attack.</p> <p>Feedback given, WYPF asked to consider and respond.</p> <p>MP to review risk register to asses impact of gaps in WYPF BCP</p> <p>Aon free cyber questionnaire - consider benefit of using it (see email from Satnam 14/07/20).</p>	<p>28/04/20: Action pending because of Covid-19 arrangements.</p> <p>05/06/20: Action remains pending because of Covid-19 arrangements.</p> <p>17/08/20: Action remains pending because of Covid-19 arrangements.</p> <p>15/10/20: MP to ask PP and SB to comment on WYPF BCP (done 16 Oct)</p> <p>25/11/20: MP to write to WYFP with feedback on its BCP</p> <p>09/12/20: WYPF asked to respond to issues raised</p> <p>07/01/21: MP to review risk scores and consider using Aon free questionnaire</p> <p>24/11/21: No further progression.</p>	G
09-Sep-20	Board	Zoe Smyth	Pending	Administration and Compliance	<p>Administration, Management and Governance Strategy</p> <p>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.</p>	<p>15/10/20: Awaiting outcome of LGA/SAB consultation.</p> <p>12/05/21: Still awaiting response. CG to contact CA/CH.</p> <p>09/06/21: LGA anticipate issuing response by end of June.</p> <p>12/07/21: LGA hope to publish with July bulletin.</p> <p>06/09/21: No update in July or August bulletin. ZS to chase Claire Hey for update.</p> <p>12/10/21: Draft strategy produced, circulated for comments.</p> <p>24/11/21: draft, "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.</p>	G

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07-Jan-21	Scheme Manager	Zoe Smyth	In progress	Administration and Compliance	Injury Pension - Incorrect deduction of Retirement Allowance WYPF had identified possible incorrect deduction from a deceased pensioner dating back to 2010 and was reviewing other similar potential cases. Guidance issued by CLG October 2010 advised that RA should not be deducted but not clear if there was any further clarification or legal opinion. Further evidence required to establish whether WYPF assessment should be applied. Also need to consider whether incorrect deduction is a breach of the law and if so whether it is reportable.	07/01/21: CG to request further evidence/guidance from LGA/WYPF 04/02/21: WYPF expects full picture by end March. CG to speak with Peninsula Pensions for view on deduction rationale and any implication for LGPS. 03/03/21: CG to chase Peninsula Pensions for rationale and ensure audit trail. 13/04/21: CG waiting for info from Peninsula Pensions. WYPF report being worked on. 12/05/21: Info received from Peninsula Pensions - A 2011 internal audit report referred to for further clarity. CG to progress sourcing report. 09/06/21: Still locating DAP 2011 report. Awaiting WYPF potential remedy. 12/07/21: ZS to chase DAP report. MP to discuss decision with SS. 06/09/21: A meeting would be scheduled between MP, ZE and SS to discuss further 20/09/21: Decision made that deduction of this allowance was incorrect. WYPF asked action cases and identify quantum. ACTION CLOSED	
12-Jul-21	Chair	Mike Pearson	In progress	LPB Governance and Effectiveness	New Member Induction To ensure new board members receive adequate induction training	12/07/21: LGA considering future training plans. ZS to contact Avon/D&W FRS ref collective induction session that we ask LGA to run. 06/09/21: Induction training to be delivered by MP for SS, Cllr Thomas and Philip Gilbard 12/10/21: Scheduled for the 12th November. 24/11/21: Rescheduled for 1st December	G
12-Oct-21	Board	Zoe Smyth	In progress	LPB Governance and Effectiveness	Recruitment of Replacement Scheme Member Representative Andy Hallam stepping down from the Board after the Dec meeting. Recruitment process for replacement to be conducted.	12/10/21: Recruitment process will be conducted in anticipation of the March 2022 meeting. 24/11/21: Will be reviewed after Christmas	G
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	24/11/21: Will be scheduled when possible, age discrimination remedy work taking priority.	G
15-Sep-21	Board	Mike Pearson & Zoe Smyth	In progress	Administration and Compliance	Risk Register MP and ZS to review and update the Risk Register to reflect changes in risk owners and to review impact scores of those risks where risk controls were either in development or completed.	12/10/21: Meeting between MP, SS and ZS to be scheduled 24/11/21: Meeting to be rescheduled	G
15-Sep-21	Board	Zoe Smyth	In progress	LPB Governance and Effectiveness	Public Service Governance and Administration Survey 2020-21 Current self-assessment to be reviewed against survey findings	12/10/21: Will be scheduled when possible, age discrimination remedy work taking priority. 24/11/21: Self-assessment scheduled for January release	G
15-Sep-21	Board	Mike Pearson	In progress	LPB Governance and Effectiveness	Revision of the training needs analysis MP and ZS to facilitate a revised training needs analysis to include new Board members and refresh submissions from existing members.	24/11/21: Will be scheduled when possible, age discrimination remedy work taking priority. Pending appointment of new member early 2022.	G
20-Sep-21	Chair	Zoe Smyth	In progress	Administration and Compliance	Injury Pension - Incorrect deduction of Retirement Allowance Decision is that deduction of this allowance was incorrect. Now need to consider whether incorrect deduction is a breach of the law and if so whether it is reportable.	12/10/21: ZS asked to consider and report back to MP/SS. 24/11/21: Decision made reduction of retirement allowance on several pensioner cases has been deemed to be incorrect. WYPF are working through the necessary cases to make adjustments. ACTION CLOSED	
24-Nov-21		Zoe Smyth	New Action	Administration and Compliance	Amendments to the firefighters' pension regulations consultation Response to be submitted to consultation on the amendments to the firefighters regulation, due by 02 January 2022		G