South Yorkshire Pensions Authority Local Pension Board Action Tracker

Action Number	Meeting Date When Action was Set	Agreed Action (Completed actions listed first)	Responsible Officer	Status	Date Closed	Update	Target Date for Completion
1	March 2023 Effectiveness Review	Developing communications between the Board and the Authority.	Head of Governance	Closed	Closed	A joint Authority & LPB Members away day was held on Thurs 30th November 2023. Feedback is being collated and will be shared with Members. Joint Chair and Vice Chair meetings in place. Joint training sessions in place where appropriate.	
2	March 2023 Effectiveness Review	Informal actions agreed at Board meetings to be recorded.	Head of Governance	Closed	14-Dec-23	LPB Action Tracker created and updated	
3	March 2023 Effectiveness Review	Introducing rotation of the chair and vice-chair roles.	Director	Closed	Closed	LPB Constitution updated to reflect this	
4	March 2023 Effectiveness Review	Ensuring diversity characteristics of Board members are recorded and monitored.	Head of Governance	Closed	Closed	Responses received and collated and will be updated as necessary for new appointments	
9	10 August 2023	Reflect recommendations from the Board in the Constitution presented to the Authority for approval.	Director/Head of Governance	Closed	Closed	Revisions were completed in the final version issued to the Authority on 07 September and approved, subject to the ongoing request of revision to request 3-year membership cycles.	
10	10 August 2023	Share draft response on the consultation of future investments with the Board at the same time it is circulated to the members of the Authority.	Director	Closed	09-Nov-23	Complete and further information provided at Nov meeting	
12	10 August 2023	Employer representative vacancy to be advertised in the next employer bulletin.	Director	Closed	03-Oct-23	Vacancy advertised in employer newsletter.	
13	10 August 2023	Terms of Office coming to an end in the next 6-12months to be brought to the board.	Head of Governance	In progress	15-Feb-24	An update on this is included in the Govenance Update Report on the agenda for 15 February 2024 meeting	
16	10 August 2023	SMT to include backlogs on risk register more explicitly.	Director	Closed	07-Dec-23	Specific risk now included on teh Strategic Risk Register	
17	10 August 2023	Future agendas to be structured under broad subject headings e.g. Governance, Administration etc.	Head of Governance	Closed	09-Nov-23	Noted and actioned	
18	09 November 2023	All actions from previous LPB meetings this year are backdated on the tracker together with any actions from the effectiveness review and that actions are left open until they have been closed off and carried into the next meeting.	Head of Governance	Closed	Closed	As per this tracker	
19	09 November 2023	Member Training on page 99 of the Annual Report indicates some members have not completed LGPS training despite completing it, this needs to be updated to reflect this.	Head of Governance	Closed	Closed	The training records have been updated and will be kept up to date	
20	09 November 2023	The Board requested that future reports include all decisions that were made at recent Authority meetings.	Head of Governance	Closed	Closed	Appendix to be added to next decisions report	
24	27 November 2023	4 Council Democratic Services updated re: membership	Head of Governance	Closed	27-Nov-23	E-mail sent updating the 4 democratic services to changes to LPB Constitution - Terms of Office and members allowances.	

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5	March 2023 Effectiveness Review	Shorter more succinct report on pensions administration for future meetings.	Assistant Director - Pensions	In progress		New Assistant Director Pensions is currently working with Chair and Independent Adviser to capture detail required	August 2024
6	March 2023 Effectiveness Review	Board's Chair and Vice-chair work with the Authority to better manage the time at meetings to reduce time spent on pensions administration and increase time spent on broader Authority governance matters. Manage the time at meetings	Head of Governance	In progress		Agenda has been restructured to enable more efficient use of meeting time. Pre-meetings taking place between Chair, Vice Chair, Adviser and Officers a few weeks before each Board meeting to plan for them.	Review how this is going at the next Effectiveness Review March 2024
7	March 2023 Effectiveness Review	Reflects on the Board's feedback on the on-line training and knowledge assessment when planning future activities.	Head of Governance	In progress		A variety of training formats are being used and feedback sought from Members after each session	Review how this is going at the next Effectiveness Review March 2024
8	March 2023 Effectiveness Review	Develop plan to improve succession planning for Board membership.	Head of Governance/Chair	In progress		Plan is in progress for succession planning for forthcoming changes in 2024	August 2024
11	10 August 2023	More areas of governance to be included on 2024-2025 Audit plan.	Head of Governance	In progress		This will be fed back to be considered as part of the Audit Plan 2024/25 which will be taken to the A&G Committee in March 2024. There will also be a separate independent governance review carried out by external consultants - to be completed by June 2024.	June 2024
14	10 August 2023	Present Pentana Dummy report to LPB in the new year.	Head of Governance	In progress		New Service Manager Programmes and Performance will be developing the reporting format.	August 2024
15	10 August 2023	Project Plan which outlines the agreed actions to address the service pressures to be brought to the Board at the next meeting.	Assistant Director - Pensions	In progress		AD - Pensions to work on these areas in developing the reporting on pensions administration for the Board - which will be in consultation with the Board.	
21	09 November 2023	The Board would like to see more detail on the backlog issues at the next meeting to provide context and give assurance to the Board.	Assistant Director - Pensions	Open			
22	09 November 2023	Discuss persistent and vexatious complaints at a future meeting.	Director/Assistant Director - Pensions	Open		Director, AD - Pensions and Head of Governance to take this forward and provide opportunity for discussion either through a report or by covering this in one of the regular Governance Update reports.	April 2024
23	09 November 2023	ICT Infrastructure Manager to attend the next LPB meeting to educate members on the cyber security measures we have in place at the Authority.	Head of Governance	In Progress	12-Jan-24	A separate training session has been scheduled for 25 April 2024	April 2024