

## South Yorkshire Pensions Authority Local Pension Board Action Tracker

Action Number	Meeting Date When Action was Set	Agreed Action	Responsible Officer	Status	Date Closed	Update	Target Date for Completion
5	March 2023 Effectiveness Review	Shorter more succinct report on pensions administration for future meetings.	Assistant Director - Pensions	In progress		Assistant Director - Pensions is continuing to work and consult with the 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 and Corporate Services	To be closed with Board agreement		Agenda has been restructured to enable more efficient use of meeting time and it is evident that the balance of items and time spent now includes more of a focus on governance matters.  Pre-meetings now taking place between Chair, Vice Chair, Adviser and Officers a few weeks before each Board meeting to plan for the agenda.	25 April 2024
7	March 2023 Effectiveness Review	Reflect on the Board's feedback on the on-line training and knowledge assessment when planning future activities.	Head of Governance and Corporate Services	In progress		A variety of training formats are being used and feedback sought from Members after each session  For discussion with the Board in relation to the outcomes from the 2024 effectiveness review and any further actions required.	25 April 2024
8	March 2023 Effectiveness Review	Develop plan to improve succession planning for Board membership.	Head of Governance and Corporate Services/Chair	In Progress	25-Apr-24	Succession planning is now in place for forthcoming changes in 2024 - including discussion with unions and advertising for employer reps and an update on this as well as the wider process for succession planning generally has been included in the Governance Update report on the April agenda.	August 2024
11	10 August 2023	More areas of governance to be included on 2024-2025 Audit plan.	Head of Governance and Corporate Services	In progress		The internal audit plan for 2024/25 is included in the April Governance Update report as an appendix for information - showing the range of coverage planned.  In addition, a separate independent governance review is in progress by external consultants, reviewing all aspects of our governance arrangements - to be completed by June 2024.	June 2024
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 and Corporate Services	To be closed with Board agreement	25-Apr-24	An update on this was included in the Governance Update Report on the agenda for 15 February 2024 meeting and will continue to be updated through this report on each LPB agenda going forward.	25 April 2024
14	10 August 2023	Present Pentana Dummy report to LPB in the new year.	Head of Governance and Corporate Services	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	To be closed with Board agreement		AD - Pensions including detail on this and regular updates within the Pensions Administration quarterly reports to the Board.	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 and Corporate Services	Closed	12-Jan-24	A separate training session has been scheduled for 25 April 2024	April 2024

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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	Closed	25-Mar-24	This action has been superseded by action numbers 29 and 30 raised at the Feb LPB meeting.	
22	09 November 2023	Discuss persistent and vexatious complaints at a future meeting.	Director/Assistant Director - Pensions	In Progress		The Director, AD - Pensions and Head of Governance & Corporate Services are in progress with taking this forward and will provide opportunity for discussion either through a separate report or by covering this in one of the regular Governance Update reports.	August 2024
24	15 February 2024	Send a link for the AoN webinar to Members alongside additional written materials published on the new General Code of Practice.	Head of Governance and Corporate Services	Closed	21-Mar-24	Link to the webinar was provided in the Feb member update and was also delivered in the training session as part of the effectiveness review on 21 March 2024. Materials published in reading room on same date.	31 March 2024
25	15 February 2024	Arrange a joint session for Members of the Local Pension Board and Authority in June to discuss the results of the Independent Governance Review to help shape the actions taken by the Authority.	Head of Governance and Corporate Services	To be closed with Board agreement		This will be covered on the 6 June as part of the Authority and Local Pension Board induction and development session.	June 2024
26	15 February 2024	Update Page 74 of the Meeting Calendar and Outline Work Programme 2024/25 Report to amend errors on the days and dates which don't match and reframe the wording to make it clear which training meetings each Board need to attend, and which seminars are open to the Board as the topics are relevant.	Head of Governance and Corporate Services	To be closed with Board agreement		An updated copy of the training calendar has been included as an appendix to the Governance Update report on the April agenda.	April 2024
27	15 February 2024	Explore whether a Member Induction session is viable ahead of the first Board meeting of the year.	Head of Governance and Corporate Services	To be closed with Board agreement		Every member of the Authority and Board are provided with induction before the first meeting attended – through a range of methods including formal sessions, 1-1s with officers, provision of various information and guides such as the Members' Handbook. There is also an annual induction and development session (on 6 June this year) to which all new and existing members of both Authority and LPB are invited.	April 2024
28	15 February 2024	Update Page 81 of the Governance Compliance Statement to add some explanation around how the Local Pension Board operates rather than this being in the appendix.	Head of Governance and Corporate Services	Closed	21-Mar-24	This was added and the updated Governance Compliance Statement has since been published on the website at the link included below.  <a href="#">Governance Compliance Statement 2024.pdf</a>	March 2024
29	15 February 2024	Future Quarterly Administration Update under 5.3 to show how the Authority is performing against the overtime plan so Members can see if the Authority is on track to clear the backlog.	Assistant Director - Pensions	To be closed with Board agreement		Confirmed that this is now included as part of the quarterly Pensions Administration reports - from the April 2024 report onwards.	April 2024
30	15 February 2024	Check the number of backlog cases as the number of cases at 34,000 does not tie in with the Quarterly Admin Update Report.	Assistant Director - Pensions	To be closed with Board agreement		Confirmed as above - covered as part of the quarterly Pensions Administration report on the April agenda.	April 2024