## South Yorkshire Pensions Authority Local Pension Board Action Tracker

| Action Ref | Meeting Date When Action was Set | Agreed Action (Completed actions listed first) | Responsible Officer | Status | Date Closed | Update | Target Date for Completion |
|---|---|---|---|---|---|---|---|
| 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 now includes updates on these areas in reporting on pensions administration for the Board. This action was kept on the tracker at the request of the Board but is now proposed to be closed as it has now been superseded by a separate action (no.47) regarding ongoing development of the report. | Ongoing |
| 31 | 25 April 2024 | Audit report on Pentana Risk System Post Implementation Review to be brought to the Board when complete. Update on Audit work regarding performance management framework to be provided at a suitable stage. | Team Leader - Governance | In progress | | The audit on Pentana Risk System is scheduled to take place during Q4. We will bring the audit report to the Board as requested when the audit review has been completed, which should be by April 2025. Audit involvement on performance management framework is in advisory/ critical friend capacity, so there won't be an audit report from this. | Apr-25 |
| 33 | 25 April 2024 | Presentation to the Board on the Pensions Dashboard Programme to be scheduled | Assistant Director - Pensions | To be closed with Board agreement | 28-Nov-24 | Presentation session was delivered as part of the Member CPD Away Day on 28 November 2024. | Dec-24 |
| 34 | 2024 Effectiveness Review | Ensure that the training strategy links to needs identified in knowledge assessment. | Governance Officer | In progress | | The L&D Strategy is informed by the knowledge assessment results and we will be participating in this again during this municipal year. Plans are also in place to develop and introduce individual training plans for members this year, to ensure that individual training needs are assessed and met. | This area is always ongoing. Re-assess progress in March 2025. |
| 35 | 2024 Effectiveness Review | Provide training / briefings on issues facing LGPS nationally. | Governance Officer | In progress | | The Authority aims to ensure the programme of internal training events / seminars and the away day includes current issues facing LGPS, there is a LOLA module on current issues which is regularly updated by Hymans, topical and national issues are included in the monthly member newsletters with links to webinars etc. and members are encouraged to attend conferences during the year including CIPFA LPB conference, LGA Governance conference, Border to Coast annual conference. | March 2025 (As above) |
| 36 | 2024 Effectiveness Review | Review and restructure the online Reading Room to make this more user friendly and easier to navigate | Governance Officer | In progress | | Work is now well in progress on reviewing and restructuring the contents and is expected to be complete by the end of the 2024 calendar year. | Jan-25 |
| 37 | 2024 Effectiveness Review | Board to discuss with the Authority ways in which the Board could have greater input with Authority matters before decisions are made | Chair / Head of Governance and Corporate Services | To be closed with Board agreement | | Actions to progress this aim include a more structured agenda for the joint Chair and Vice Chair meetings and will be included in the Independent Governance Review action plan. | Dec-24 |
| 38 | 2024 Effectiveness Review | Develop plan to improve the profile of the Board with members and employers | Team Leader - Governance | In progress | | Discussed by members in the Away Day in November. Action agreed to review and provide more information on the LPB on our website. The governance team are now in progress with a review of the website contents. | Aug-25 |

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| 41 | 08 August 2024 | Plan training session to give overview of Risk Register and Pentana | Team Leader - Governance | In progress | | Our proposal is to provide a short demonstration of the Pentana system and how it is used by officers to produce the risk register. The aim is to present this in the April meeting which will include the internal audit report on Pentana implementation review. | Feb-25 |
| 43 | 08 August 2024 | Add difference between minimum and 'best practice' to next Compliance with The Pensions Regulator General Code of Practice report | Head of Governance and Corporate Services | To be closed with Board agreement | | This has been actioned in the update being presented to the February meeting. | Feb-25 |
| 46 | 07 November 2024 | Share Procurement Forward Plan | Team Leader - Governance | To be closed with Board agreement | | This is included as an appendix to the Governance Update report on this agenda for the February meeting. The plan is being considered for approval by the Authority at their 13 February meeting. | Feb-25 |
| 47 | 07 November 2024 | Include extra information in the Adminstration Update Plan<br>•Add R-A-G ratings to Project Highlights in the report and add R-A-G ratings to Highlights and Recommendations and move to front pages<br>•Share Breaches Register with LPB annually<br>•Update Board on outcome of Dashboards<br>•Compare Process Improvement Project Progress to each prior quarter<br>•Provide Service Targets, KPIs for casework processing and supply number of total backlog vs incoming cases<br>•Acronym Appendix - Administration report specific<br>•Updated target dates for completion of the backlog | Assistant Director - Pensions | In progress | | **RAG ratings adde**d to report and covered in highlights and recommendations.<br>**Breaches report** will be brought to the Board in Q1 for the previous year.<br>**Standing item for Dashboards** has been added to the qrtly report all decisions will be reported to Board.<br>**Update Feb 25:**<br>**Compare process Improvement Project Progress** to each prior quarter - no longer required project complete.<br>**Provide Service targets, KPIs** for casework processing and supply number of total backlog vs incoming cases - In progress.<br>**Administration Acronym Appendix** - Added | Apr-25 |
| 48 | 07 November 2024 | Bring McCloud Plan to LPB | Assistant Director - Pensions | In progress | | **Feb 25 update:** Civica have only delivered development for some active leaver types. Developments due in Autumn 24 are delayed. Unable to plan rectifications until delivery of outstanding developments is known. Ongoing proactive dialogue with Civica is taking place regarding delivery of the required developments. This affects all their LGPS clients. | Apr-25 |