

Governance Action Plan 2023/24 – Progress Update

The table below sets out the actions identified for improvement and development in last year's Annual Governance Statement and the progress made against these during 2024/25.

Action Plan 2023/24	Responsible Officer	Target Date	Progress Update 2024/25
Recording of Regulatory Breaches Develop and implement a dedicated recording mechanism for regulatory breaches, supported by training for staff and a decision-making process for reporting material breaches.	Assistant Director – Pensions	September 2024	Completed by March 2025 A new process has been developed and training has been delivered to staff across pensions administration teams. Further training is being delivered during Q4 as the process is embedded. This is reflected in updated information now included in the Pensions Administration Quarterly updates to the Local Pension Board.
Review of Counter-Fraud and Whistleblowing Policies Complete a review and update of the Anti-Fraud, Bribery and Corruption Policy Statement and the Whistleblowing Policy.	Head of Governance and Corporate Services	December 2024	Completed Approved by the Authority in December 2024 and published on the Authority's website.
Equality, Diversity and Inclusion (EDI) Undertake a thorough review of the EDI scheme – prioritising a series of agreed specific actions.	SMT	February 2025	Completed This action is now owned by the Assistant Director – Investment Strategy. A full review was undertaken and a new Diversity, Equality and Inclusion Scheme for 2025 to 2028, including a detailed action plan, was approved by the Authority in February 2025.
Complete Independent Governance Review Independent Governance Review to be completed in June 2024 and an action plan to be developed to address any recommendations.	Head of Governance and Corporate Services	December 2024	Completed The review was completed as planned by June 2024, with very positive results. An action plan to address identified areas for improvements was developed and approved by the Local Pension Board and the Authority.

Appendix A – Annual Governance Statement 2023-24 Action Plan Update

Action Plan 2023/24	Responsible Officer	Target Date	Progress Update 2024/25
<p>Career Grade Scheme Develop an Authority Career Grade Scheme that provides a central policy applicable across the organisation supplemented by appropriately tailored schemes for individual roles that include assessment procedures and incorporate relevant accredited training / professional qualifications alongside development of workplace experience and skills.</p>	<p>Assistant Director – Resources and HR Business Partner</p>	<p>March 2025</p>	<p>Partially Completed Work commenced in autumn 2024, with the support of an expert external consultant, and is well in progress with a corporate scheme policy document drafted and work on-going to develop the individually tailored scheme assessment forms for each of the relevant service areas. Largely on track for completion, although to allow enough time for consultation and implementation, the date for completion may be slightly later than initially planned, running into April / May 2025.</p>
<p>Business Continuity Complete a full review and refresh of business continuity procedures and documentation, with support from external experts as required.</p>	<p>Head of ICT</p>	<p>March 2025</p>	<p>Completed by March 2025 This work is well in progress and is on track for completion by the end of March 2025.</p>
<p>Performance Management Develop and implement a new framework which will include central production of performance information that will ensure improved reporting and enable service managers and heads to focus on interpretation and taking remedial actions as necessary.</p>	<p>Head of Finance & Performance and Service Manager – Programmes & Performance</p>	<p>In stages over the course of the year to March 2025</p>	<p>Partially Completed The performance management framework document was approved by the Authority in September 2024. A suite of dashboards has been developed and these are now in use by management for performance monitoring and for reporting purposes. Work is ongoing to continue development of the framework and updated performance indicators, that is likely to continue into 2025/26.</p>
<p>Pensions Administration Improvement and Backlog Clearance Plan Deliver the elements of the Pensions Administration Improvement Plan and clear the backlog of casework.</p>	<p>Assistant Director – Pensions</p>	<p>In stages to March 2026.</p>	<p>Partially Completed Good progress is being made on delivery of this action, with detailed updates being reported to the Local Pension Board and to the Authority at each meeting. The current aim is for clearance of the backlog to be concluded by end of December 2025.</p>