

Rolling Actions Log

As at October 2022

Date of meeting	Action from Meeting	Owner	Comments	Expected date of completion	Date completed
March 2022	Completion of the Pension Regulators Toolkit within 6 months or within 6 months from appointment	Members	To be completed by end of November 2022		Ongoing
March 2022	Provision of a training programme of a 1 hour session in advance of the Board meetings.	Officers			Ongoing
March 2022	A routine learning and development item on each agenda so that there is recorded completion of self-assessments and the Regulators Toolkit.	CF	See updated training log		Ongoing
June 2022	Present the Code and the Code of Conduct for Lewisham Council to the Board's next meeting.	CF	Circulated as Appendix 1a and 1b		05/10/2022
June 2022	Discretions Policy to make clear in a future iteration of the policy that it applies only to the Council as an employer; and the Summary of Discretions Policy should be subject to legal review.	SA			Ongoing
June 2022	Breach of Law Policy to seek professional advice about the application of the Policy to the Board; and report back to the next meeting with recommendations in light of that advice.	SA	With regards the Breaches of Law, this applies to all stakeholders to the Fund i.e. Officers, Committee, Board and Advisors. All have a responsibility to ensure that any breaches (or suspected breaches) are recorded and the relevant 'process' is followed		05/10/2022
June 2022	A standing item should be included on the agenda for each of its meetings to receive the Breaches Log (including a report, if appropriate, that no breaches arose since the previous meeting; and that any breaches were reported to the Chair and members of the Board promptly between meetings.	SA			Ongoing
June 2022	There should be a commitment to timely communication with Scheme members; <ul style="list-style-type: none"> the 'other bodies' section is reviewed to ensure that all relevant parties are identified; and service providers and advisors are identified by role rather than name to minimise the risk of the Policy becoming out of date; there should be a clear articulation of the overall principles for communication, including accessibility. 	SA	Looking at this more in detail, It is not possible to list every single body/orgnsation that we communicate with.		Ongoing
June 2022	Process to establish internal controls • it would receive an update to the next meeting of the Board detailing the areas in procedures in place and the date of last review; and • it would receive an update on preparation of procedures for benefit calculations to the subsequent meeting of the Board.	SA	All process in place are attached, please note that in most cases we should only update as and when required, such as regulation changes .We have not made any progress for the procedures for retirement due to all other commitments		Ongoing
June 2022	Pooling - the respective responsibilities of the London CIV and the managers appointed by it; the associated control activities undertaken by the London CIV; and the mechanisms for obtaining assurance over the operation of controls operated by the London CIV.	KN	To be presented at the December meeting		
June 2022	Agreed that the Training Policy should be amended to reflect the identification of collective training needs and the provision of collective training; and delegated to the Chair of the Board approval of the Policy so amended.	CF	Amended and circulated as Appendix 2.		05/10/2022
June 2023	Officers to confirm that the work programme included: all areas required to be considered by the Board by legislation and guidance; and all current and planned Council policies relevant to the functions of the Board.	CF	A list of policies has been circulated as Appendix 11 and will be discussed on the agenda with the Work Programme.		Ongoing