

Rolling Actions Log

As at March 2023

No.	Date of meeting	Action from Meeting	Owner	Comments	Expected date of completion	Date completed
1	October 2022	Internal controls: Officers will report back to the Board at the next scheduled meeting on their progress with the ongoing report and arrangement of an internal audit of the procedure notes and policy documentation.	SA	Verbal progress update	June 2023	
2	October 2022	Administration Strategy: The local authority would review the strategy and provide specific clarification with regard to the mechanisms and timetables that would be employed for monitoring and engagement in the final draft.	SA	Verbal progress update	June 2023	
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Standing items

1		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
2		Provision of a training programme of a 1 hour session.	Officers	To decide if combined with the Pension Investment Committee training		Ongoing
3		A routine learning and development item on each agenda so that there is recorded completion of self-assessments and the Regulators Toolkit.	CF	See Training log agenda item		Ongoing
4		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	See Breaches Log agenda item		Ongoing