

APPENDIX 2 – SUMMARY ACTION PLAN

Compliance Review Section	Ref #	Action Required	Current Status	Responsible Officers	Actions to be taken	Resources Required	Target Completion Date
E1, E2, K6	1	Create a Risk Policy	Non-Compliant	Principal Accountant Pensions Manager	Officers will seek out template policies for adapting to Lewisham specific risks, and where necessary incorporate risk information already presented in the Fund's Investment and Funding Strategy Statements.	Template Policy Documents (TPR or other best practice documents? Seek out other pension fund policies for comparison)	Q3 2019 (July – September)
E1, E2	2	Review and update the Risk Register	Non-Compliant	Principal Accountant Pensions Manager	The existing investment and administration risk registers will be collated into one document, and risks added for other areas of administration and management of the Fund as per the Code's requirements. Risks will be aligned with Fund objectives and link clearly with the Risk Policy.	Latest versions of both existing risk registers Risk Policy to be drafted	Q3 2019 (July – September)
E6	3	Add the risk register as a standing item to Pension Board meetings	Non-Compliant	Principal Accountant	A standing item will be included on the Pensions Board agenda to review scheme risks, once the new Risk Policy and updated Risk Register have been drafted.	Risk Policy to be drafted and approved Risk register to be approved	Q4 2019 (October – December)
I2, I3, I8	4	Update the Internal Dispute Resolution Process to ensure it is in line with regulations	Non-Compliant	Principal Accountant Pensions Manager	The IDRP will be reviewed and amended in line with the current requirements and as specified in the compliance review.	Compliance Review notes	Q4 2019 (October – December)

B6, K6, K15	5	Create a Governance Compliance Statement for the pension fund	Non-Compliant	Principal Accountant Pensions Manager Principal Solicitor	Officers will seek out template examples of a GCS for adapting to Lewisham specific circumstances, drawing on the Council's existing statement and other examples in use within the LGPS.	Template documents (TPR or other best practice documents? Seek out other LGPS Statements for comparison)	Q4 2019 (October – December)
G8, J1, J2, K6, K13	6	Create a Breaches of the Law Policy in accordance with the Code	Non-Compliant	Principal Accountant	Officers will use TPR templates to create a policy in line with the existing Breaches of the Law Log adopted by the Fund.	TPR Templates, other LGPS example policies for comparison	Q1 2020 (January – March)
K13	7	Provide appropriate breaches training	Non-Compliant	Principal Accountant	Officers will draw up a proposal suggesting the best option for delivering breaches training, including who it should be delivered to and whether such training should be procured externally.	Examples of training content External training provider?	Q1 2020 (January – March)