

APPENDIX 2

Compliance Action Plan – Local Pension Board (October 2019)

Compliance Area	Ref.	SAB Requirement	Compliance Level: April 2019	Recommendations	PB Actions	Due By Date	Progress/ Additional Comments
Scheme Advisory Board Guidance	K3	Once established, a Local Pension Board should adopt a knowledge and understanding policy and framework (possibly in conjunction with the Pensions Committee if appropriate).	Partially Compliant	<ol style="list-style-type: none"> 1. The policy should ideally include the objectives of the policy. It is noted that there is a separate learning log but the policy does not specify how training will be recorded and monitored. 2. The policy is not dated or available on the Fund's website. 	Per SAB guidance, agree on a designated person to take responsibility for ensuring the policy and framework is developed and implemented. This could be a member of the Pension Board or an external person, for example an officer of the Administering Authority or a professional advisor.	Q1 2020	
Scheme Advisory Board Guidance	K4	A Local Pension Board should designate a person to take responsibility for ensuring that the Knowledge and Understanding Policy and Framework is developed and implemented.	Partially Compliant	<ol style="list-style-type: none"> 1. Decide on designated person as outlined. 2. Ensure officers update the Knowledge and Understanding Policy to include the designated person. 	As per K3.	Q1 2020	
Scheme Advisory Board Guidance	K6	A Local Pension Board should prepare (and keep updated) a list of the core documents recording policy about the administration of the Fund and make the list and documents (as well as the rules of the LGPS) accessible to its members.	Non-compliant	<ol style="list-style-type: none"> 1. Prepare list of core documents and make available to Board members. 	Prepare a list of core documents outlining required frequency of review, last updates, and responsibility for maintenance.	<p>Q2 2020</p> <p>Q1 2020</p>	To be delegated to officers.

Scheme Advisory Board Guidance	K10	A Local Pension Board should establish and maintain a register of interests for its members.	Non-compliant	1. Prepare and maintain a register of interests for Board members.	As per recommendation	Q1 2020	SAB guidance stipulates "...register of interest should be circulated to the Local Pension Board for ongoing review [.] [I]t should be made available to the Administering Authority and it should be published (for example, on the Fund's website).
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