

PAPER C

	31-Jan-18	13-Nov-17	11-Sep-17	10-Jul-17	05-Jun-17	12-May-17	16-Nov-16
open issues	31	38	38	25	32	34	34
of which:							
RED	6	7	5	4	4	7	12
AMBER	4	6	15	11	13	13	13
GREEN	14	13	14	9	7	6	5
closed	7	12	4	1	8	7	3
UNRANKED	0	0	0	0	0	1	1
	31	38	38	25	32	34	34
closed issues	32	20	16	15	7	0	0

Ref no	Risk / Issue?	date raised	Pension issue	Description / Impact	Progress	Responsible Officer	Target completion date	Status	Status Nov-17	Status Sept 17
2	I	Sep-16	Data from schools payroll suppliers	Data is inadequate for valuation purposes - missing leavers, etc. Need to determine process for getting correct data, and maintaining it in Altair	<p>UPDATE 08/11: missing data from all academies has been identified. Focussing on 7 other schools (4 who use Strictly Education and 3 who use Capita) to analyse their missing data and the requirements for correction. Data to be sent to schools/academies before Christmas 2016; meetings to be scheduled in January/February 2017; data to be amended and corrected on Altair system before the start of the summer holidays 2017</p> <p>UPDATE 20/3/17: MC had met with CEC and had now received the required data. Generally good progress being made and MC attending the Business Managers meeting shortly.</p> <p>UPDATE 05/06/2017: improvements have been noted from both school payroll providers. change status to Green as watching brief.</p> <p>UPDATE 10/7/17: a new process is in place to deal with schools and how to escalate. Also got information on I drive so can store and see issues trail. Can also monitor time spent. Developing a policy to charge schools the time spent chasing if things do not improve.</p> <p>UPDATE 13/11/17: requirement for data returns was included in contract specification for schools' payroll providers. Seek advice from Legal Services about whether we can send letter directly to payroll providers demanding compliance. As part of governance review, consider development of Administration Policy which will reinforce requirements for all employers.</p> <p>UPDATE 25/1/18: this issue is now subsumed in the overall Data Improvement Plan (see issue 36) and will be monitored under that issue. CLOSE this issue</p>	Matt Collier	on-going	CLOSED	GREEN	GREEN
5	R	Sep-16	Training needs analysis - Committee	<p>INTERNAL AUDIT FINDING: Pension Fund Committee training needs analysis had not been formally updated since July 2013. It is recognised that the membership of the committee has been relatively stable since this date, so the underlying level of understanding of members should remain relatively unchanged.</p>	<p>training sessions are held before each meeting on relevant agenda issues and hot topics. Formal plan not yet in place, but will need to be developed, particularly in light of the forthcoming local elections in May 2017</p> <p>UPDATE 05/06/2017: first committee meeting of new term 16/6/17 will be general introduction training for new members. TNA will be circulated, and training plan developed over summer 2017</p> <p>UPDATE 10/7/17: very condensed briefing on pension fund delivered at initial committee meeting - well received but lots to take in. TNA circulated, agreed all members need training on everything. plan to be developed.</p> <p>UPDATE 20/7: agreed to develop training plan for board and committee together. JT to work with Learning & Development colleagues over the summer to put together a plan.</p> <p>UPDATE 13/11/17: skills self assessment has been circulated to committee members based on CIPFA knowledge and skills framework. plan to be developed before end of financial year.</p> <p>UPDATE 25/1/18: 6 members of committee have completed the self assessment (out of 9). Will be discussed as part of governance review during February. Potential after that to close this issue and combine into overall governance project log.</p>	Jo Thistlewood Hymans Robertson	31-Mar-2018	AMBER	RED	AMBER

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6	R	Sep-16	Training needs analysis - Board	INTERNAL AUDIT FINDING: A training needs analysis has not yet been undertaken for the LGPS Pension Board. Following conversations with key personnel, we noted that members of this board may lack detailed pension expertise, therefore it is important that skills gaps are ascertained and addressed on an individual level, with training tailored to particular requirements	<p>Draft work plan for the board contains proposed training items. All members have been signposted to the Pensions Regulator on-line training package, with report back on progress at each board meeting.</p> <p>Completion of on-line package will highlight items for further training.</p> <p>UPDATE 05/06/2017: will be followed up at next meeting of board 11 July</p> <p>no update at 10/7</p> <p>UPDATE 20/7: agreed to develop training plan for board and committee together. JT to work with Learning & Development colleagues over the summer to put together a plan. Little enthusiasm from board to assign a member to coordinate training</p> <p>UPDATE 13/11/17: all board members except chair have completed tPR public service trustee toolkit, chair to complete by 14/12. skills self assessment has been circulated to board members based on CIPFA knowledge and skills framework. plan to be developed before end of financial year.</p> <p>UPDATE 25/1/18: all members have now completed tPR public services toolkit. All members have completed the self assessment. Board member has been nominated to record and report on training. Will be discussed as part of governance review during February.</p> <p>Potential after that to close this issue and combine into overall governance project log.</p>	Jo Thistlewood Hymans Robertson	31-Mar-2018	GREEN	RED	AMBER
7	I	Sep-16	LGPS Pensions website not up to date	INTERNAL AUDIT FINDING: The pension's service section of the Council's website will be updated to explain how stakeholders can express an interest in participating in pensions governance arrangements. Furthermore, a clear link will be made to the Pension Fund Committee section of the Council's website. The 'Fund Reports' page of the pension services section of the Council's website will be updated to show the most recent version of pension strategies and policies	<p>UPDATE 10/10: requested support information from Hymans.</p> <p>UPDATE 08/11: information received from Hymans on "templated" website solutions. To be discussed with ICT.</p> <p>UPDATE 20/3/17: Confirmed agreement that the council utilise the templated website solution. CS to follow up with Gavin Muncaster as to the ICT requirements to make this happen.</p> <p>UPDATE 10/7/17: LGPS website agreed going forward with the hosted site. Kick off project in September, Gemma Stevens to lead.</p> <p>UPDATE 13/11/17: team have identified documentation to be included on new website. Updated price quote and contract documentation has been received from Hymans. To discuss with GM process for implementation.</p> <p>UPDATE 25/1/18: agreement has been signed with Hymans.</p> <p>Administration team have been collating documentation to be uploaded onto website, but no communications in a while from Hymans to obtain access to the template. Matt Collier to follow-up with Hymans.</p>	Gemma Stevens	31-Mar-18	GREEN	GREEN	AMBER

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10	R	Sep-16	Governance compliance check	Need to update governance policies, as well as have the evidence in place to demonstrate compliance to the Pensions Regulator	<p>Board has approved use of Hymans Interactive compliance checker, enabling measurement against the various requirements of the LGPS and the Pension Regulator's Code of Practice 14. Fee for the interactive compliance checker is £1,700 plus VAT</p> <p>UPDATE 10/10: Chased Hymans for checker, with a view to first run through before 18 November committee.</p> <p>UPDATE 08/11: Pensions Regulator has issued free basic toolkit which has been circulated for completion by Technical Finance Manager, Chairmen of committee and board and pension administration team. Results will be collated to inform starting point for action plan to be discussed at 18 November training.</p> <p>UPDATE 20/3/17: Considered to have been ordered but CS to follow up.</p> <p>UPDATE 05/06/2017: policies are being reviewed and updated by Corporate and Technical Finance staff. Programme for approval to be developed.</p> <p>UPDATE 20/7: agreed at board to separate this into a number of issues for each separate governance policy required. Keep this action as monitor of overall performance</p> <p>UPDATE 25/1/18: governance review has been commissioned from Hymans Robertson, will be launched at pension fund committee on 9 Feb and reported to board and committee meetings thereafter.</p> <p>PROPOSE THEREAFTER TO CLOSE THIS ISSUE AND SUBSUME WITHIN NEW GOVERNANCE PROJECT PLAN</p>	Jo Thistlewood	09-Feb-18	GREEN	AMBER	AMBER
10a	I	11-Jul-17	Reporting Breaches policy and log	Council urgently needs to have a breaches policy in place	<p>UPDATE 20/7: first draft of policy completed, being reviewed against other funds (E Sussex, Northants). Aim to circulate to board members and CMT by end July, for early adoption and implementation</p> <p>UPDATE 21/8: draft "reporting breaches of the law to the pensions regulator" policy circulated to senior management on 26/7; then to board members on 3/8. comments to be collated and presented to next board meeting (October) for recommendation to and approval at November pension fund committee meeting.</p> <p>UPDATE 13/11/17: Both pension boards have agreed this policy as fit for purpose, and have recommended for adoption at committee on 24 November</p> <p>UPDATE 25/1/18: policy adopted by committee on 24 November. Due to work pressures, issued for publication on document library w/c 22/1. Launch for IWC and other employers once website link established.</p>	Jo Thistlewood	24-Nov-17	CLOSED	GREEN	GREEN

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10b	I	11-Jul-17	Internal Disputes Resolution Process	current process is not fit for purpose, and urgently needs to be updated	<p>UPDATE 2017: first draft of revised process completed. To be reviewed over summer</p> <p>UPDATE 21/8: draft "internal dispute resolution procedure" circulated to senior management on 3/8. comments to be incorporated and sent to board in advance of next board meeting (October) for recommendation to and approval at November pension fund committee meeting.</p> <p>UPDATE 13/11/17: Both pension boards have agreed this process as fit for purpose, and have recommended for adoption at committee on 24 November</p> <p>UPDATE 25/1/18: policy adopted by committee on 24 November. Due to work pressures, issued for publication on document library w/c 22/1. Launch for IWC and other employers once website link established.</p>	Jo Thistlewood	24-Nov-17	CLOSED	GREEN	GREEN
10c	I	11-Jul-17	Governance policy	current policy out of date, to be revised using Hymans template	<p>UPDATE 2017: template completed. To be reviewed over summer</p> <p>UPDATE 13/11/17: agreed that this policy will be considered by pension board at December 2017 meeting, for recommendation to committee in February 2018.</p> <p>UPDATE 25/1/18: board members have made amendments to the governance policy, which is now out with them for final confirmation. To be presented to Pension Fund Committee on 9 February for adoption.</p>	Jo Thistlewood	09-Feb-18	GREEN	GREEN	GREEN
10d	I	11-Jul-17	Communications policy	current policy out of date and unfit for purpose	<p>UPDATE 2017: first draft of revised policy completed. To be reviewed over summer</p> <p>UPDATE 13/11/17: will be considered as part of governance framework review in January 2018</p> <p>UPDATE 25/1/18: Will be discussed as part of governance review during February. Potential after that to close this issue and combine into overall governance project log.</p>	Jo Thistlewood	31-Jan-18	GREEN	AMBER	GREEN
11	R	Sep-16	Employer engagement	Communication with employers is not very good, both for triennial valuation results and in general. Communications policy needs updating. Discussion with employer representatives on both Committee and board to determine how best to develop this.	<p>UPDATE 13/11/17: will be considered as part of governance framework review in January 2018</p> <p>UPDATE 25/1/18: Will be discussed as part of governance review during February. Potential after that to close this issue and combine into overall governance project log.</p>	Jo Thistlewood	31-Jan-18	GREEN	AMBER	AMBER

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12	I	Sep-16	Pooling project	ACCESS pool to become operational by 1 April 2018 - big project, resource issues: monthly elected member meetings (Ivor/Bob as named deputy?) monthly two day officer meetings project work stream calls	<p>UPDATE 20/3/17: In progress, Full Council report completed.</p> <p>UPDATE 05/06/2017: previous Chairman of PFC (Ivor Warlow) engagement very good. New chairman to be briefed.</p> <p>Inter Authority Agreement approved by Full Council, delegated to DoF and Monitoring Officer to finalise. To be sealed by Council before end June 2017.</p> <p>UPDATE 10/7/17: final inter authority agreement sealed by IWC on 5 July. first elected member meeting on 31 July - Cllr Axford and JT attending</p> <p>to separate into separate issues as work continues on this significant project</p> <p>UPDATE 25/1/18: Operator appointment has been made, with contract being signed by each individual authority in w/c 22/1, for start date 1 February 2018.</p> <p>NB 25/1/18 pm: advised of delay in contractor implementing insurance requirements of contract - sealing of contract may be delayed.</p>	Jo Thistlewood Chris Ward Adrian Axford	on-going	GREEN	GREEN	GREEN
15	I	Sep-16	Re-tender of Actuarial Services contract	Current contract expires 31 March 2017 timing given valuation new framework only just released	<p>Consideration to be given to extending current contract by a further 12 months, better timing for us and potential suppliers. Waiver report to be written.</p> <p>UPDATE 10/10: Waiver report agreed by Chris Ward, emailed Procurement team for advice on next steps. Instructed Theresa Ellis to join framework soon.</p> <p>UPDATE 05/06/2017: new contract entered into for 1 year ending 31 March 2018. National LGPS framework joined. Looking to carry out mini-competition through framework in late summer/early autumn 2017, for new contract to start 1/4/18</p> <p>UPDATE 6/7/17: service specifications drafted for Actuarial and governance consultancy services, under framework. Back with Procurement team for next steps. Changed to GREEN as project well in hand.</p> <p>UPDATE 13/11/17: 3 submission received by due date, evaluation underway, with moderation meeting on 16/11/17. expect to award contract December 2017 for April 2018 commencement</p> <p>UPDATE 25/1/18: procurement cancelled due to omission of fire requirements from pricing quote request. seek waiver to extend current contract for maximum of 3-6 months, whilst re-working and re-issue tender. Process agreed with Chris Ward.</p>	Jo Thistlewood Theresa Ellis	31-Mar-18	AMBER	GREEN	GREEN

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16	I	Sep-16	Re-tender of investment consultancy services contract	Current contract expires 31 March 2017 timing given valuation, new framework being re-let added complication of change in requirement following pooling in April 2018	Consideration to be given to extending current contract by a further 12 months, better timing for us and potential suppliers. Waiver report to be written. UPDATE 10/10 : waiver report agreed by Chris Ward, emailed Procurement team for advice on next steps. UPDATE 05/06/2017: new contract entered into for 1 year ending 31 March 2018. Framework not available until October 2017 at earliest so carrying out competition under previously used service specification in late summer/early autumn 2017, for new contract to start 1/4/18 UPDATE 6/7/17 : service specifications drafted and other internal procurement templates completed. Back with Procurement team for next steps. Changed to GREEN as project well in hand. UPDATE 13/11/17 : although framework is not yet live, assurances have been received it will be before end November. still time to use framework and complete procurement before 1 April 2018 UPDATE 25/1/18 : no progress has been made in specifying this tender, due to actuarial issues above. seek waiver to extend current contract for maximum of 3-6 months, whilst prepare and issue tender. Process agreed with Chris Ward UPDATE 20/3/17 : Workload under review. Internal Audit to transfer to Portsmouth wef 1.4.17 UPDATE 05/06/2017 : maintain watching brief	Jo Thistlewood Theresa Ellis	31-Mar-18	AMBER	GREEN	GREEN
20	R	Sep-16	Key man risk - technical finance manager	Current workload does not allow sufficient time to support full range of LGPS pensions issues, in addition to increasing requirements of fire pensions, as well as head of internal audit	 					

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22c	I	Sep-16	Employer issues - 3	Housing Groups exit planning	<p>been in discussion since November 2014. in principle agreement, but now looking to obtain security for deficits.</p> <p>Currently with Chris Ward for resolution - update needed on latest position</p> <p>UPDATE 06/07/17: discussed with Hymans, proposal for paper to be presented to Fund for options and security, with fee quote has been received. CW has emailed housing groups' solicitor with proposal for next steps, including fee sharing. Awaiting response. Leave as AMBER, as has been on-going for a long time.</p> <p>UPDATE 01/08/2017: no response from Housing Groups</p> <p>UPDATE 13/11/17: communication re-established with housing groups. work commissioned from Hymans Robertson, results expected by end of week.</p> <p>UPDATE 25/1/18: report received from Hymans. Solicitors wrote to chairmen of both Cttee and Board raising complaint. Meeting held 04/01/18 Cllr Axford, JM, CW, HM, JMT to discuss issue an resolution. Letter sent to solicitors for housing groups on 23 Jan.</p>	Chris Ward Jo Thistlewood	20-Nov-17	GREEN	AMBER	RED
22d	I	05-Jun-17	Employer issues - 4	Caterlink outsourcing from Cowes Enterprise College	<p>informed in December 2016 that CEC outsourced catering to Caterlink from 1 August 2016. Admission agreement drafted and sent to CEC for signing in March 2017. Document is with Ormiston for signature, before being sent to Caterlink then to IWPF for sealing. chased weekly since then, last chased 19/6. Caterlink not sending data of contributions until agreement signed</p> <p>UPDATE 10/7/17: agreed to delay signature from 30/6 to 4/7 to ensure could be signed at trustees meeting of AOT. additional info requested 4/7, awaiting signature.</p> <p>UPDATE 20/7/17: awaiting call with Actuaries to discuss options for bond, as requested by OAT on 17/7. to discuss with Chris Ward.</p> <p>Invoice for interest on unpaid contributions (due to non-signature of agreement by OAT) raised to Cowes Enterprise College on 19 July.</p> <p>UPDATE 21/08/2017: Bond calculation completed by actuaries, amount required confirmed by OAT, Caterlink progressing acquisition of bond. Amend to AMBER as admission agreement still unsigned, but progress being made! (chased 31/8 as no contact)</p> <p>UPDATE 13/11/17: chased Caterlink for update following last contact in September 2017.</p> <p>UPDATE 25/1/18: Ormiston finally signed admission agreement on Monday 22 Jan. Caterlink have received agreement and are arranging for signature. Second invoice for interest on overdue contributions being sent to Ormiston at 31 Jan. updated administration documentation has been sent to Caterlink.</p>	Jo Thistlewood	31-Jan-18	GREEN	AMBER	AMBER

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22e	i	22-Nov-17	Employer issues - 5	Nviro outsourcing from Ryde Academy	<p>New issue Nov 2017: contract was outsourced from 1 November 2017, without involvement of fund. Standard admission agreement issued 21 November, but employer said Ryde had promised open agreement - not closed as is fund's standard practice. Awaiting information from Ryde Academy/AET as to acceptance of closed agreement.</p> <p>UPDATE 25/1/18: having chased AET a number of times before and after Christmas, received confirmation of acceptance of closed agreement on 22 Jan. Revised admission agreement sent on that date for NViro signature</p>	Jo Thistlewood	31-Mar-18	GREEN	n/a	n/a
25	I	Oct-16	GMP Reconciliation exercise	<p>April 2018 – State pension provision moving from two tiers to single tier.</p> <p>All schemes will need to do a GMP reconciliation – not a legal requirement (no secondary legislation issued yet) but an 'expectation' from Pensions Regulator and HMRC.</p>	<p>Being led by pensions admin team, link to LGPS project. Access to HMRC system has been obtained. Working with Heywood to get necessary version of Altair to facilitate reconciliation. Timing and capacity issue for future.</p> <p>UPDATE 09/01/2017: limited progress</p> <p>UPDATE 20/3/17: ITM had been chosen as the supplier to assist with the completion of this exercise. Phase 1 will be the completion of data matching, Phase 2 is for ITM to review the data and identify and fix any errors and Phase 3 would be the return of the file for upload back into the system.</p> <p>UPDATE 05/06/2017: phase 1 work completed for both Fire and LGPS. Extent of issue now known - no worse off than other pension admin authorities! remainder of work to be contracted, quotes have been obtained from 3 providers; meeting to consider next steps 22 June 2017</p> <p>UPDATE 30/06/2017: National LGPS Framework has been joined, subject to payment of fees. Plan for request for quotations to be issued by 7 July; returned by 21 July; appointment and start contract by 1 August.</p> <p>UPDATE 20/7/17: now working with Procurement team to facilitate this procurement. Looking to submit ITT for return and award of contract in early September, for completion of project by 1 November 2018.</p> <p>UPDATE 31/8: Further competition document issued 31/8; responses due back 26/9; evaluation complete by 13/10; contract aware 19/10; contract award 19/10; contract start 30/10. Change status to GREEN. Once contract awarded and project plan established, close this issue and create new for project monitoring.</p> <p>UPDATE 13/11/17: Tender submission have been received and thoroughly evaluated. Should be in position to award by end of week.</p> <p>UPDATE 25/1/18: Procurement phase completed - awarded to JMT Employee Benefits. Two project meetings have been held with JLT. their project plan has been received, ours is being completed. JLT will be presenting to Pension Fund Committee on 9 Feb.</p> <p>PROPOSE TO CLOSE THIS ISSUE AND CREATE NEW ONES FROM PROJECT PLAN.</p> <p>See issue 39</p>	<p>Procurement: Theresa Ellis</p> <p>Project: Matt Collier</p>	<p>Procurement: 01-Sep-2017</p> <p>Project: in line with government timescales</p>	CLOSED	GREEN	GREEN

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27	I	Nov-16	Accuracy of information received into Altair system	Develop use of i-connect software (purchased 3 years ago but never implemented) to extract information from employer payroll systems, verify changes, and input into Altair admin system to ensure integrity of data input. Once input, use Hymans data validation portal to confirm cleanliness of data for valuation and reporting purposes	4 stage project to be undertaken in roll out of i-connect: 1) IW Council; 2) Academies and schools with external payroll providers; 3) larger employers; 4) other employers UPDATE 20/3/17: No progress. CS to follow up with Dean Finlayson. 12.5.17 - DF confirms that to be able to produce this information required some additional tables to be created and extracted from the core SAP tables. This is not something that can be done in house and so requires the engagement of Absoft to do the work. A rough estimate of the cost to do the work would be £2/3 thousand. Bearing in mind the pending decision on the future of SAP Absoft have not yet been instructed to do the work and also requires confirmation of available funding to proceed. UPDATE 06/07/2017: estimate of cost for external support for this work established at £5k (around 40-45 hours work). Funding to be provided 50% payroll system development/50% LGPS (as majority of benefit is for LGPS). Plan for taking this forward to be developed by LB/MC. Good start but leave as RED until plan developed. UPDATE 10/7/17: LB will be discussion with Dean today. Implementation will need to be in three stages IWC, other employers, fire. UPDATE 31/8/2017: Absoft have commenced work on project; information is flowing between them, pensions and ICT. change status to AMBER at this stage, subject to detailed project plan (at which point potentially close this issue and create new for project management) UPDATE 13/11/17: work is well underway on this project for council payroll system. Anticipate having solution to test by end November. to run in parallel with current UPDATE 13/11/17: both pension fund committee and pension board have accepted recommendation to investigate this further. Working group to be set up for further investigation. UPDATE 31/1/18: meeting held on 30 Jan to review risks. Potential to be incorporated into review of governance framework - to discuss with Hymans Robertson.	Louise Brading Dean Finlayson Matt Collier	31-Jul-2017 for plan	GREEN	GREEN	AMBER
31	I	20-Jul-17	future structure of LGPS committee and board	PSPA13 required establishment of board. Secretary of State approval required for combined committee/board. Hampshire were only authority to set up combined arrangement. Discuss options for future operation of IW governance arrangements. Proposal to present report on options to Committee/Board and Council in September 17.	UPDATE 13/11/17: both pension fund committee and pension board have accepted recommendation to investigate this further. Working group to be set up for further investigation. UPDATE 31/1/18: meeting held on 30 Jan to review risks. Potential to be incorporated into review of governance framework - to discuss with Hymans Robertson.	Helen Miles Jo Thistlewood	31-Dec-17	AMBER	AMBER	AMBER
33	I	30-Aug-17	compliance with MIFID II - "opting up"	the second Markets in Financial Instruments Directive issued by EU (MIFID II) comes into force on 3 Jan 2018. Under previous directives, LGPS funds were classed as 'professional clients' under MIFID I. MIFID II changed the client categories and definitions and by default, LGPS funds will by default be 'retail clients', but have the ability to "opt up" to 'elective professional clients'. If we don't opt up, then we will not be able to access professional advice from our investment consultants, may lose access to our custodian facilities, and may not be able to access certain asset classes in which the fund is currently invested. LGA has issued templated "opting up" solution, which need to be completed by end October 2017 to ensure that the fund is compliant with the new directive when it comes into force	new action UPDATE 13/11/17: now VERY high priority. Must be completed before end of November UPDATE 25/1/18: opting-up documentation sent out to all fund managers and advisers on 4 December 2017 - behind scheduled. All fund managers and advisers confirmed approval of our status as professional investors by 2 January 2018 - in advance of legislative deadline. ongoing monitoring now of status as and when required, for new advisers/managers, etc.	Jo Thistlewood	30-Nov-17	CLOSED	RED	RED

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34	i	02-Nov-17	annual allowances	info not provided to members on time, impact on personal tax liabilities	<p>UPDATE 13/11/17: work has been commissioned from Hymans in respect to specific individuals. Need to review internal processes and communications requirements. CONSIDER NEED TO REPORT BREACH TO TPR.</p> <p>UPDATE 25/1/18: breach has been assessed as not material to be reported to tPR, but will be recorded on breach log (JMT)</p> <p>communications with 3 members of staff most likely to be impacted, with reviews completed by Hymans Robertson. Only 1 member of staff has tax liability for LGPS - this is being dealt with on individual basis.</p> <p>Pension Savings Statements issued to all staff with PIA in excess of £40k on 19 Jan (should have been 6 October) - individual conversations to explain.</p> <p>Process for next year to be documented to ensure this does not happen again.</p> <p>PROPOSE CLOSING THIS ISSUE BUT CREATING NEW ONE FOR DOCUMENTATION OF PROCESS AND TIMETABLES, ETC.</p>	Matt Collier Jo Thistlewood (for breach)	30-Nov-17	CLOSED	RED	n/a
35	i	07-Nov-17	governance framework review	procurement exercise underway to appoint Governance Support Services. First actions to carry out review of governance framework, with report to pension fund committee on outcomes in February 2018, then develop action plan.	<p>UPDATE 13/11/17: procurement underway with responses due on 14/11. Anticipate new contract in place for 1 January 2018. Review to be commissioned in January 2018, with report to PFC in February.</p> <p>UPDATE 25/1/18: procurement completed, with contract awarded to Hymans Robertson from 1 Jan 2018. Kick-off call has been held with officers.</p> <p>project proposal report and presentation to pension fund committee on 9 Feb.</p> <p>meetings with chairmen of board and committee also on 9 Feb.</p> <p>Board meeting attendance and training session in afternoon planned for 27 Feb.</p>	Jo Thistlewood Hymans Robertson	28-Feb-18	GREEN	GREEN	n/a
36	i	07-Nov-17	data improvement plan	need to demonstrate plan for improvement of data as part of overall data quality reporting to board and tPR	<p>UPDATE 13/11/17: Lots of work being done to identify issues and plan for resolution, needs to be documented.</p> <p>UPDATE 31/1/18: data improvement plan completed, and discussed at meeting on 31 January. Will form part of on-going action plan monitoring by officer working group, and progress will be reported at each board meeting.</p> <p>This issue can be held at GREEN going forward, with separate monitoring of plan.</p>	Matt Collier Louise Brading Claire Shand	31-Dec-17	GREEN	RED	n/a
37	i	07-Nov-17	key performance indicators	need to develop range of key performance indicators for reporting to pension board and committee, for additional reassurance as to standards of administration and management	<p>UPDATE 13/11/17: seek information from network contacts to determine what other boards require and what other funds produce.</p> <p>UPDATE 25/1/18: board chairman has undertaken to provide list of initial suggestions in advance of board meeting on 27 Feb. Expectation is that some information will be available board meeting. LEAVE AS RED UNTIL INFORMATION RECEIVED FROM BOARD CHAIR</p>	Matt Collier Jo Thistlewood	27-Feb-18	RED	RED	n/a

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38	R	25-Jan-18	pension savings statements	statutory responsibility for administering authority to issue pension savings statements to all staff whose annual pension growth in in excess of the standard annual allowance amount for a tax year by 6 October. Need to document process for preparing and issuing statement on time, as well as providing briefings for those who are at risk of impact. responsibility to be documented for each part of process.	New issue Jan18: issue has been included on data improvement plan - project to include training for admin team to understand issues; development of procedures within annual work plan to ensure reports completed on time; communications with members impacted by the issue; reporting to HMRC; and Altair processes to update member records. Leave as red until plan has been developed a little more.	Matt Collier	31-May-18	RED	n/a	n/a
39a	I	25-Jan-18	GMP project - stage 1	data to be uploaded to secure server by 31 January, for analysis and reporting by JLT to be completed by 22 Feb	New issue Jan18:	Matt Collier JLT	22-Feb-18	RED	n/a	n/a
39b	I	25-Jan-18	GMP project - data	issue with getting access for JLT staff to IWC network drives	New issue Jan18: Louise Brading dealing with Dave Booth to promote solution.	Louise Brading Dave Booth	31-Jan-18	RED	n/a	n/a
39c	I	25-Jan-18	GMP project - data	issue with getting access for IWC staff to JLT secure website for upload of data	New issue Jan18:	Matt Collier	31-Jan-18	RED	n/a	n/a
40									n/a	n/a
41									n/a	n/a
42									n/a	n/a
43									n/a	n/a
44									n/a	n/a
45									n/a	n/a