LOCAL PENSION BOARD - WORK PLAN

Meeting:	Jan 18	Apr 18	Jul 18	Oct 18	Jan 19	Apr 19	Jul 19	Oct 19
Standard Items:								
Membership	\checkmark	✓	\checkmark	\checkmark	✓	\checkmark	✓	\checkmark
Attendance of Non Members	\checkmark	\checkmark	✓	\checkmark	✓	\checkmark	\checkmark	\checkmark
Apologies for absence	\checkmark	✓	✓	\checkmark	✓	✓	✓	✓
Minutes of last Board & matters arising not on agenda	✓	✓	✓	✓	✓	√	√	√
Chairman's announcements	\checkmark	✓	✓	✓	✓	✓	✓	✓
Declaration of Interest	✓	✓	✓	✓	✓	✓	✓	✓
Public Participation	✓	✓	✓	✓	✓	✓	✓	✓
Date of Next Meeting	✓	✓	✓	✓	✓	✓	✓	✓
Urgent Items	✓	✓	✓	✓	✓	✓	✓	✓
Main business items:								
Board Governance								
Election of Vice Chair			\checkmark					
Board Budget setting	✓				✓			
Board KPIs to monitor		✓			✓	✓	✓	✓
Board Annual Report		✓				✓		
Review Board's Terms of Reference (if and as required)			✓					
Board Annual Training Plan Update	✓			✓				✓
Training Item relevant to agenda	Annual Reporting requirement s	TBC	TBC	TBC	New Admin Software being implemented			
Code of Conduct & Conflicts of Interest Policy	\checkmark			✓				
Role & purpose of the LPB					✓			
Forward Work Plan Review	✓	✓	✓	✓	✓	✓	✓	✓
Review - how did the Board do?	√	√	√	√	√	√	√	√

Meeting:	Jan 18	Apr 18	Jul 18	Oct 18	Jan 19	Apr 19	Jul 19	Oct 19
Fund Governance		•						
Scheme Legal, Regulatory & Fund update	✓	✓	✓	✓	✓	✓	✓	✓
Review of Risk Register	✓	✓	✓	✓	✓	✓	✓	✓
Fund update & comments on minutes of PC & ISC	✓	✓	✓	✓	✓	✓	✓	✓
Review Governance Compliance Statement		✓						
Review Fund Training Programme	✓				✓			
Review all Fund Declarations of Interest		✓		✓				
tPR Code of Practice 14/record keeping compliance survey results		√				√		
Results of national LGPS KPI survey and Funds own KPIs	√			✓				
Review external advisor appointments process/controls and internal SLAs				✓				
Review Triennial Valuation Process								
Review Triennial Valuation Results								✓
Review fund delegations and internal controls	✓						✓	
Review CIPFA Admin, WM investment and other Fund benchmarking results	✓							√
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Fund Plans, Policies & Strategies								
Review Fund Annual Business Plan	\checkmark					✓		
Review Admin Strategy & Charge Out Rates	✓					✓		
Review Admin Authority Discretions	✓						✓	
Review Funding Strategy Statement							✓	
Review Statement of Investment Principles/compliance with FRC stewardship code			√					√
Review Investment Strategy Statement								✓

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Administration								
Review employers compliance (data)			✓					
Review Fund fraud risk prevention and mitigation measures				✓				
Review Fund website contents/resilience							✓	
Review of Fund IDRP procedures & cases						✓		
Review Fund Communications (employers/members)		✓				√		
Review of Data Security & Business Recovery	✓		✓				✓	
Review GMP reconciliation process							✓	
Benchmark Annual Report with other Funds								✓
Review of Annual Benefit Statement process								✓
Financials & Audit								
Review Fund Annual Report				✓				✓
Review Fund Annual Accounts			✓				✓	
Review Internal Audit Report			✓				✓	
Review External Audit Report				✓				✓
Input to Annual External Audit Plan		✓				√		
Input to Annual Internal Audit Plan				✓				√
Total number of Agenda Items:	29	25	25	27	22	25	26	28