LOCAL PENSION BOARD - WORK PLAN

Meeting:	14/01/16	07/04/16	20/07/16	20/10/16	25/01/17	06/04/17	13/07/17	18/10/17	15/03/18	18/04/18	12/07/18	11/10/18	24/01/19
Standard Items:													
Membership	\checkmark	\checkmark	✓	✓	\checkmark	✓	✓	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark
Attendance of Non Members	\checkmark	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Apologies for absence	\checkmark	\checkmark	✓	✓	\checkmark	✓	✓	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Minutes of last Board & matters arising not on agenda	\checkmark	\checkmark	\checkmark	✓	\checkmark	\checkmark	√	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Chairman's announcements	\checkmark	\checkmark	✓	✓	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Declaration of Interest	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark
Public Participation	\checkmark	\checkmark	✓	✓	\checkmark	\checkmark	✓	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark
Date of Next Meeting	\checkmark	\checkmark	✓	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Urgent Items	\checkmark	\checkmark	√	\checkmark	\checkmark	\checkmark	\checkmark	√	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Main business items:													
Board Governance													
Election of Vice Chair			✓				✓				\checkmark		
Board Budget setting	\checkmark				\checkmark				\checkmark				\checkmark
Administration KPIs to monitor		\checkmark	\checkmark			\checkmark				\checkmark			\checkmark
Board Annual Report		\checkmark	✓				✓			\checkmark			
Review Board's Terms of Reference (if and as required)			\checkmark				✓				\checkmark		
Board Annual Training Plan Update	\checkmark			\checkmark					\checkmark			\checkmark	
Training Item relevant to agenda	tPR Code 14 and record keeping	2016 Triennial Valuation	Investment Pooling & the Brunel Pension Partnership	Brunel Pension Partnership update		Data protection and quality standards	Complaints and dispute handling	Fraud prevention and mitigation	Annual Reporting requirements	TBC	TBC	TBC	New Admin Software being implemente d
Code of Conduct & Conflicts of Interest Policy				\checkmark					 ✓ 			\checkmark	
Role & purpose of the LPB													\checkmark
Forward Work Plan Review	✓	✓	✓	✓	✓	✓	✓	\checkmark	✓	\checkmark	\checkmark	\checkmark	\checkmark
Review - how did the Board do?	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	√	\checkmark	\checkmark	\checkmark

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Fund Governance													
Scheme Legal, Regulatory & Fund update	\checkmark	\checkmark	\checkmark	✓	√	√	√	✓	√	✓	\checkmark	\checkmark	\checkmark
Review of Risk Register	\checkmark	\checkmark	\checkmark	\checkmark	✓	✓	✓	\checkmark	\checkmark	✓	\checkmark	\checkmark	\checkmark
Fund update & comments on minutes of PC & ISC	\checkmark												
Review Governance Compliance Statement		\checkmark								\checkmark			
Review Fund Training Programme	\checkmark				\checkmark				\checkmark				\checkmark
Review all Fund Declarations of Interest		\checkmark								\checkmark		\checkmark	
tPR Code of Practice 14/record keeping compliance survey results		✓					✓			✓			
Results of national LGPS KPI survey and Funds own KPIs						✓			\checkmark			\checkmark	
Review external advisor appointments process/controls and internal SLAs												~	
Review Triennial Valuation Process				\checkmark									
Review Triennial Valuation Results					√								
Review fund delegations and internal controls									\checkmark				
Review CIPFA Admin, WM investment and other Fund benchmarking results					✓				√				
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Fund Plans, Policies & Strategies													
Review Fund Annual Business Plan	√				✓				√				
Review Admin Strategy & Charge Out Rates	\checkmark								\checkmark				
Review Admin Authority Discretions	\checkmark								\checkmark				
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)											\checkmark		
Review Fund fraud risk prevention and mitigation measures								✓				✓	
Review Fund website contents/resilience							\checkmark						
Review of Fund IDRP procedures & cases						\checkmark							
Review Fund Communications (employers/members)		✓				✓				✓			
Review of Data Security & Business Recovery									✓		√		
Review GMP reconciliation process								✓					
Benchmark Annual Report with other Funds							\checkmark						
Review of Annual Benefit Statement process				\checkmark									
Financials & Audit													
Review Fund Annual Report				\checkmark				✓				\checkmark	
Review Fund Annual Accounts			\checkmark				\checkmark				\checkmark		
Review Internal Audit Report			\checkmark				\checkmark				\checkmark		
Review External Audit Report				\checkmark				\checkmark				\checkmark	
Input to Annual External Audit Plan		\checkmark								√			
Input to Annual Internal Audit Plan					\checkmark			\checkmark				\checkmark	
Total number of Agenda Items:	24	25	25	25	24	22	26	23	29	25	25	27	22