

LOCAL PENSION BOARD - WORK PLAN

Meeting:	Oct 18	Jan 19	Apr 19	Jul 19	Oct 19
Standard Items:					
Membership	✓	✓	✓	✓	✓
Attendance of Non Members	✓	✓	✓	✓	✓
Apologies for absence	✓	✓	✓	✓	✓
Minutes of last Board & matters arising not on agenda	✓	✓	✓	✓	✓
Chairman's announcements	✓	✓	✓	✓	✓
Declaration of Interest	✓	✓	✓	✓	✓
Public Participation	✓	✓	✓	✓	✓
Date of Next Meeting	✓	✓	✓	✓	✓
Urgent Items	✓	✓	✓	✓	✓
Main business items:					
Board Governance					
Election of Vice Chair					
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	TBC	New Admin Software being implemented			
Code of Conduct & Conflicts of Interest Policy	✓				
Role & purpose of the LPB		✓			
Forward Work Plan Review	✓	✓	✓	✓	✓
Review - how did the Board do?	✓	✓	✓	✓	✓
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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			✓		
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:	27	22	25	26	28
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