

Meeting:	22-Oct-15	14-Jan-16	07-Apr-16	20-Jul-16	20-Oct-16	12-Jan-17	Apr 17	Jul 17	Oct 17	Jan 18	Apr 18	Jul 18	Oct 18	Jan 19
Date of Next Meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Urgent Items	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fund update & comments on minutes of PC & ISC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recurring annual, biennial or triennial main business items:														
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	✓				✓				✓				✓	
Review Fund Training Programme		✓				✓				✓				✓
Code of Conduct & Conflicts of Interest Policy	✓												✓	
Review all Fund Declarations of Interest			✓				✓				✓			
Review Fund Annual Report	✓				✓				✓				✓	

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Review Fund Annual Accounts	✓			✓				✓				✓		
tPR Code of Practice 14/record keeping compliance survey results			✓								✓			
Input to Annual External Audit Plan			✓				✓				✓			
Review External Audit Report	✓				✓				✓				✓	
Input to Annual Internal Audit Plan		✓				✓				✓				✓
Review Internal Audit Report	✓			✓				✓				✓		
Review Fund Annual Business Plan		✓				✓				✓				✓
Review Admin Strategy		✓				✓				✓				✓
Review fund delegations and internal controls						✓								✓
Review Governance Compliance Statement			✓				✓				✓			
Review external advisor appointments process/controls and internal SLAs					✓								✓	
Review Admin Authority Discretions		✓								✓				

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Review employers compliance (data)					✓			✓				✓		
Review Fund fraud risk prevention and mitigation measures					✓								✓	
Review of Data Security & Business Recovery								✓				✓		
Review Fund Communications (employers/members)			✓				✓				✓			
Review Fund website contents/resilience						✓								✓
Review of Fund IDRP procedures & cases						✓								✓
Review Triennial Valuation Process					✓									
Review Funding Strategy Statement							✓							
Review Statement of Investment Principles/compliance with FRC stewardship code				✓				✓				✓		
Results of national LGPS KPI survey and Funds own KPIs				✓				✓				✓		

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Review CIPFA Admin, WM investment and other Fund benchmarking results						✓				✓				✓
Other ad hoc or irregular business items:														
Review GMP reconciliation process									✓					