LOCAL PENSION BOARD – Draft Work Plan

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
Standing 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scheme Legal, Regulatory & Fund update	√	✓	√	√	√	✓	✓	✓	√	✓	✓	✓	√	✓
Review of Risk Register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Training Item relevant to agenda	COI & Code of Conduct	tPR Code 14 and record keeping	2016 Triennial Valuation	Annual Reportin g requirem ents	Data protection and quality standards	Complaints and dispute handling	Fraud preve ntion and mitiga tion	TBC						
Review - how did the Board do?	✓	✓	✓	√	✓	√	√	√	√	✓	√	✓	√	√
Forward Work Plan Review		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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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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	15	16	16	16	16	17	17	17	17	18	18	18	18	19
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)	13	10	10	10	- 10 - ✓		17	<i>√</i>	17	10	10	√ √	10	19
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									✓					