LOCAL PENSION BOARD - WORK PLAN

Meeting:	16-Jul-15	22-Oct-15	14-Jan-16	07-Apr-16	20-Jul-16	20-Oct-16	25-Jan-17	06-Apr-17	13-Jul-17	18-Oct-17	15-Mar-18	12-Jul-18	11-Oct-18	24-Jan-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		COI & Code of Conduct	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 requirement s	TBC	Delegations - Council, PC, ISC officers, BOB, LPB	Internal and external SLAs
Code of Conduct & Conflicts of Interest Policy	✓	✓				✓					✓			
Forward Work Plan and Dynamic Reviews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 and BPP/BOB	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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 surveys								✓					✓	
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 process			✓											✓
Review Funding Strategy Statement						✓								✓
Review GAD triennial S13 results													✓	
Review Statement of compliance with FRC stewardship code					✓								√	
Review statutory Investment Strategy Statement updates							√							√
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Administration														
Review employers admin KPIs and compliance											✓	✓	✓	✓
TPR breaches policy/reporting review														✓
Review Fund fraud risk prevention and mitigation measures										✓			✓	
Review Fund website contents and resilience									✓					✓
Review of Fund Complaints policy, IDRP procedures & PO cases								✓						✓
Review Fund Communications (employers/members)				✓				✓				✓		
Review of Data Security & Business Recovery														✓

Review GMP reconciliation process/results										✓			✓	
Benchmark Annual Report with other BPP Funds									✓				\checkmark	
Review of Annual Benefit Statement process						✓							\checkmark	
Financials & Audit														
Review Fund Annual Report		✓				✓				✓			\checkmark	
Review Fund Annual Accounts		✓			✓				✓			✓	\checkmark	
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:	20	24	24	25	25	25	24	22	26	25	22	27	33	