

Appendix 2

PENSIONS BOARD

Draft Work Plan

For

2020/21

Date of Meeting	Title of Report	In-line with PB Terms of Reference (no.)	Responsible Officer
December 20	Training/Presentation – Fund Performance	50i	Finance Manager (Pension & Treasury)/External
	Received, Note/Review Pensions Policy & Investment Committee Meetings agenda (reports & minutes)	50a	Finance Manager (Pension & Treasury)
	Quarterly Monitoring Report of Pension Administration Performance Targets & Indicators	50c & 51b	Pensions Manager
	Review of Communications Policy Statement	50e & 50i	Pensions Manager
	Review Asset Voting, Engagement Processes & Compliance with the UK Stewardship Code	51j	Finance Manager (Pension & Treasury)
	Review of Training and Development Policy and Member Training Needs Analysis	50i & 50j	Finance Manager (Pension & Treasury)
	Review of Governance Compliance Statement	50d, 50e & 51g	Finance Manager (Pension & Treasury)
	Receive and Review Internal and External Audit Reports	51e & 50i	Finance Manager (Pension & Treasury)
	Review the formal actuarial valuation process and outcomes	51h	Finance Manager (Pension & Treasury)
	Other Ad-hoc items for consideration		Various
March 2021	Training / Presentation - Valuation	50i	Finance Manager (Pension & Treasury)/External
	Received, Note/Review Pensions Policy & Investment Committee Meetings agenda (reports & minutes)	50a	Finance Manager (Pension & Treasury)
	Quarterly Monitoring Report of Pension Administration Performance Targets & Indicators	50c & 51b	Pensions Manager
	Review of Risk Management Policy and Risk Register	56f	Pensions Manager & Finance Manager (Pension & Treasury)

	Review of Investment Strategy Statement	55d & 55i	Finance Manager (Pension & Treasury)
	Review of Customer Services Survey	51a	Pensions Manager
	Review Asset Voting, Engagement Processes & Compliance with the UK Stewardship Code	51j	Finance Manager (Pension & Treasury)
	Review the Performance and Contracts of Service Providers to the Fund	51c	Finance Manager (Pension & Treasury)
	Review of Funding Strategy Statement	50d & 50i	Finance Manager (Pension & Treasury)
	Receive Pension Board Work Plan 2021/22	50i & 50j	Finance Manager (Pension & Treasury)
	Other Ad-hoc items for consideration		Various