

PENSIONS BOARD

Draft Work Plan

2023/24

Date of Meeting	Title of Report	In-line with PB Terms of Reference (no.)	Responsible Officer
June 2023	Received, Note/Review Pensions Committee Meetings agenda (reports & minutes)	55a	Finance Manager (Pension & Treasury)
	Quarterly Monitoring Report of Pension Administration Performance Targets & Indicators	55c & 56b	Pensions Manager
	Review of The Pensions Regulator Code of Practice	55a-55e	Finance Manager (Pension & Treasury)
	Review Asset Voting, Engagement Processes	56j	Finance Manager (Pension & Treasury)
	Review of Pensions Administration Strategy	55e & 55i	Pensions Manager
	Review of Investment Strategy Statement	55d & 55i	Finance Manager (Pension & Treasury)
	Other Ad-hoc items for consideration		Various
September 2023	Received and Review Pensions Committee Meetings agenda (reports & minutes)	55a	Finance Manager (Pension & Treasury)
	Quarterly Monitoring Report of Pension Administration Performance Targets & Indicators	55c & 56b	Pensions Manager
	Review the process of actuarial valuations	56h	Finance Manager (Pension & Treasury)
	Review of Funding Strategy Statement	55d & 55i	Finance Manager (Pension & Treasury)
	Review of Governance Compliance Statement	55d, 55e & 56g	Finance Manager (Pension & Treasury)
	Review of Risk Management Policy and Risk Register	56f	Finance Manager (Pension & Treasury)

	Review of The Pensions Regulator Code of Practice	55a-55e	Finance Manager (Pension & Treasury)/Pensions Manager
	Receive Draft Account and Fund Annual Report for 2022/2023	55l, 55m & 56e	Finance Manager (Pension & Treasury)
	Other Ad-hoc items for consideration		Various
December 2023	Received, Note/Review Pensions Committee Meetings agenda (reports & minutes)	55a	Finance Manager (Pension & Treasury)
	Quarterly Monitoring Report of Pension Administration Performance Targets & Indicators	55c & 56b	Pensions Manager
	Review of Communications Policy Statement	55e & 55i	Pensions Manager
	Review Asset Voting, Engagement Processes	56j	Finance Manager (Pension & Treasury)
	Monitor Internal and External Audit Reports	56e & 55i	Finance Manager (Pension & Treasury)
	Receive actuarial valuations results	56h	Finance Manager (Pension & Treasury)
	Review of Conflicts of Interest Policy	56f	Finance Manager (Pension & Treasury)
	Other Ad-hoc items for consideration		Various
March 2024	Received, Note/Review Pensions Committee Meetings agenda (reports & minutes)	55a	Finance Manager (Pension & Treasury)
	Quarterly Monitoring Report of Pension Administration Performance Targets & Indicators	55c & 56b	Pensions Manager
	Review of Customer Services Survey	56a	Pensions Manager
	Review the Performance and Contracts of Service Providers to the Fund	56c	Finance Manager (Pension & Treasury)
	Receive Internal and External Audit Reports	51e & 50i	Finance Manager (Pension & Treasury)

	Review of Training and Development Policy and Member Training Needs Analysis	55j	Finance Manager (Pension & Treasury)
	Review of Reporting Breaches Procedure	56f	Finance Manager (Pension & Treasury)
	Receive Pension Fund Work Plan for 2024/25	55i & 55j	Finance Manager (Pension & Treasury)
	Other Ad-hoc items for consideration		Various