
The Local Pension Board Work Plan

Meeting	Topics to be considered	Comments
December 2018	Pensions Regulator Code of Practice	Consider Gap analysis against Code of Practice
March 2019	Member and employer communications	Review standard communications and communication strategy
	Internal disputes cases, Pensions Ombudsman cases	Review and consider any lessons learned
June 2019	Review performance statistics – review Key Performance Indicators	Consider Board members, Committee members and officers involved in scheme administration
	Review training approach	
September 2019	Review Pension Fund Annual Report and Accounts	Consider compliance with UK Stewardship Code
	Assist in development and review of asset voting and engagement processes	
December 2019	Pensions Regulator Code of Practice	Review and update gap analysis
March 2020	Member and employer communications	Review standard communications and communication strategy
	Internal disputes cases, Pensions Ombudsman cases	Review and consider any lessons learned
June 2020	Review performance statistics – review Key Performance Indicators	
	Review final valuation report outcome	
September 2020	Employer and Administering Authority discretions	Review approach and application

Appendix 1: Functions of the Local Pensions Board

Function	When	How
Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.	Ongoing	Review of Committee papers and minutes, attendance at Committee
Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code of Practice.	December 2018	Code of Practice gap analysis
Review the compliance of scheme employers with their duties under the Regulations and relevant legislation.	December 2018	Code of Practice gap analysis
Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.	Ongoing	Consider and review, as and when statements are updated by the Committee
Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.	March 2019 March 2020	Review standard employer and scheme member communications
Monitor complaints and performance on the administration and governance of the scheme.	June 2019 June 2020	Review performance statistics over previous year
Assist with the application of the Internal Dispute Resolution Process.	March 2019 March 2020	Review application of dispute procedure
Review the complete and proper exercise of Pensions Ombudsman cases.	March 2019 March 2020	Review handling of any cases referred to Pensions Ombudsman
Review the implementation of revised policies and procedures following changes to the Scheme.	As required	Following legislative changes to Scheme
Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.	June 2019	

Review the complete and proper exercise of employer and administering authority discretions.	September 2020	
Review the outcome of internal and external audit reports.	Ongoing	Audit reports and outcomes are supplied to Committee