

**North Yorkshire County Council****Pension Board****19 July 2018****Work Programme****1.0 Purpose of the Report**

To detail the areas of planned work by the Pension Board

**2.0 Future Activity**

Previous reports to the Board have set out a number of areas that could be identified as potential priority areas of work for Board Members to provide scoping reports to subsequent meetings.

It is expected that progress updates, on the previously identified project areas, highlighted below, will have been submitted for consideration at today's meeting:-

1. **Management, administration and governance process and procedure.**
2. **Development of improved customer services.**
3. **Scheme Member and employer communications.**

Resources will be made available, via relevant Officers, to assist Board Members with their approach to the development of issues.

Members are asked to consider further areas, highlighted in the work programme, in which they would like to undertake in-depth consideration, and provide scoping reports to future meetings, in relation to the development of any issues.

**3.0 Recommendations**

That members:

- i) Review and agree any updates to the Work Plan (as set out in Appendix 1);
- ii) Consider further subject areas for taking topics forward, consider leading on these, and providing a short scoping report to future meetings;
- iii) Consider and request (via the Clerk) supporting resources which may be required to take the reviews forward.

Barry Khan  
Assistant Chief Executive (Legal and Democratic Services)  
County Hall  
Northallerton

## PENSION BOARD WORK PLAN

## APPENDIX 1

		18-Jan-18	12-Apr-18	19-Jul-18	11-Oct-18	24-Jan-19	11-Apr-19	
1	Agree plan for the year	✓				✓		
2	Review Terms of Reference	✓				✓		
3	Review performance against the plan	✓	✓	✓	✓	✓	✓	
4	Report to the PFC / NYCC	✓	✓	✓	✓	✓	✓	
5	Report to Scheme Advisory Board / MHCLG		✓	✓				

### Compliance checks

6	Review regular compliance monitoring reports		✓		✓		✓	
7	Review the compliance of scheme employers							
8	Review such documentation as is required by the Regulations						✓	
9	Review the outcome of internal audit reports	✓	✓	✓	✓	✓	✓	
10	Review the outcome of external audit reports				✓			
11	Review annual report			✓				
12	Review the compliance of particular issues on request of the PFC – as required							
13	Review the outcome of actuarial reporting and valuations – every three years							
14	Assist with compliance with the UK Stewardship Code	✓						

### Administration procedures and performance

15	Review admin/governance procedures/processes-including monitoring performance admin/governance			✓				
16	Monitor complaints and performance							
17	Review the Internal Dispute Resolution Process							
18	Review cases referred to the Pensions Ombudsman							
19	Review the implementation of revised policies and procedures							
20	Review the exercise of employer and administering authority discretions			✓				
21	Assist with the development of improved customer services							
22	Review processes for the appointment of advisors and suppliers							
23	Monitor investment costs							
24	Review the risk register and management of risk processes and procedure	✓		✓		✓		
25	Assist with the development of improved structures and policies							
26	Assist in assessing process improvements on request of PFC							
27	Assist with asset voting and engagement processes							
28	Pooling arrangements and governance	✓	✓	✓	✓	✓	✓	

### Communications

29	Review scheme member and employer communications							

### Training

30	Review Pension Board knowledge and skills self assessment		✓	✓		✓		
31	Review training log	✓	✓	✓	✓	✓	✓	
32	Review training arrangements for the Board and other groups	✓	✓	✓	✓	✓	✓	

