

PENSION BOARD WORK PLAN

APPENDIX 1

		13-Jan-22	07-Apr-22	07-July-22	06-Oct-22	12-Jan-23	06-Apr-23
1	Agree plan for the year	✓				✓	
2	Review Terms of Reference	✓				✓	
3	Review performance against the plan	✓	✓	✓	✓	✓	✓
4	Report to the PFC / NYCC – Minutes and Chair’s feedback/Annual Report	✓	✓	✓	✓	✓	✓
5	Report to Scheme Advisory Board / MHCLG – via Annual Report			✓			

Compliance checks

6	Review such documentation as is required by the Regulations			✓			✓
7	Review the outcome of internal audit reports	✓	✓	✓	✓	✓	✓
8	Review the outcome of external audit reports				✓		
9	Review Pension Board Annual Report			✓			
10	Review the compliance of particular issues on request of the PFC – as required						
11	Review the process and note the outcome of actuarial reporting and valuations – every three years					✓	✓

Administration procedures, performance and Communication

12	*Review and assist with admin/governance procedures/processes-including monitoring performance admin/governance and employers	✓	✓	✓	✓	✓	✓
13	Annual review of the Internal Dispute Resolution Process, Policy and cases			✓			
14	Annual review of cases referred to the Pensions Ombudsman			✓			
15	*Review the exercise of employer and administering authority discretions			✓			
16	Assist with the development of improved customer services						
17	Review the risk register and management of risk processes and procedure	✓		✓		✓	
18	*Assist in assessing process improvements on request of PFC						
19	Pooling – governance, reporting and transparency	✓	✓	✓	✓	✓	✓
20	*Review scheme member and employer communications						

Training

21	Review Pension Board knowledge and skills self-assessment		✓	✓		✓	
22	Review training log	✓	✓	✓	✓	✓	✓
23	Review training arrangements for the Board and other groups	✓	✓	✓	✓	✓	✓

***Project Work – to be undertaken by individual Members – dependent upon available time and resources – based on relevant issues within the Work Programme**

