

Lancashire Local Pension Board – Work Programme 2017/18

Report	Meeting Date				
	17 th Jan 2017	11 th Apr 2017	4 th Jul 2017	17 th Oct 2017	23 rd Jan 2018
Introductory Matters					
Standard items – Welcome/Apologies, Disclosure of interests, Minutes of Previous Meeting, Urgent business, date of next business, exclusion of press and public	Y	Y	Y	Y	Y
Chair's report on the appraisal of the Pension Board	Y				Y
Work Plan	Y	Y	Y	Y	Y
Feedback from Board members on attendance at training events and conferences	Y	Y	Y	Y	Y
Annual Review of Member Training Records				Y	
Reports considered by the recent Pension Fund Committee	Y	Y	Y	Y	Y
Governance Structure	Y				Y
LPP Administration Transformation Plan	Y			Y	
Review of induction pack for new Board members			Y		
Key Policy Documents					
Terms of reference for Board (Annual Review)	Y	Y			Y
Termination Policy (Annual Review)			Y		
Governance Policy Statement (Annual Review)			Y		
Pensions Administration Strategy Statement (Annual Review)			Y		
Funding Strategy Statement (Triennial Review)		Y			
Investment Strategy Statement – dependent on investment panel work-plan (Triennial Review)				Y	
Administration Performance Report (Annual Review)			Y		
UK Stewardship Code Compliance (Annual Review)			Y		
Actuarial Report (Triennial Review)		Y			
Communications Policy Statement (Triennial Review)		Y			
Governance					
Lancashire Local Pension Board – Annual Report			Y		
Review of audited Lancashire County Pension Fund Annual Report, including Statement of Accounts (already published by this stage)				Y	
Review and agree narrative for inclusion in Pension Fund Annual Report and Statement of Accounts			Y		
Review of internal and external audit reports				Y	
Progress of pooling arrangements			Y		
Annual review of Fraud Control Framework				Y	

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Review of compliance with Code of Practice 14				Y	
Review of compliance with Lancashire Annual Governance Policy Statement			Y		
Review of scheme risk register (bi-annual)			Y		Y
High level scrutiny of LPP (annual review)			Y		
Monitor employer and administrating authority discretions (Triennial Review)				Y	
Performance					
Monitoring of KPIs for administration, complaints, governance and investments	Y	Y	Y	Y	Y
Pension Fund Administration Service Quality of Service Report			Y		
Data quality			Y		
Financial Monitoring					
Annual monitoring of investment costs including custodian and transaction costs				Y	
Pension Fund Budget		Y			
Breaches reported to Pension Fund Committee since last meeting	Y	Y	Y	Y	Y
Contributions monitoring				Y	
Communications and updates to employers and members					
Scrutiny of all annual documents and processes including communications to employers and members, formal reports and internal/external reports					
Assistance with communication to employers and members as arising out of regulations and current issues.	Y	Y	Y	Y	Y
Compliance of employers with their statutory duty under the Scheme.				Y	

Advanced Work Plan	2018/19	2019/20	2020/21	2021/22	Beyond
Actuarial Valuation		Y			2022/23
Funding Strategy Statement		Y			2022/23
Investment Strategy Statement		Y			2022/23
Communication Policy Statement		Y			2022/23
Pension Administration Strategy Statement			Y		2023/24
Employer and administering authority discretions			Y		2023/24