**Lancashire Local Pension Board – 2020/21 Work Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **21 Apr 2020** | **14 July 2020** | **13 Oct 2020** | **19 Jan 2021** | **20**  **Apr**  **2021** |
| **Standard** |  |  |  |  |  |
| Welcome and Apologies, Declaration of Interests, Urgent business, Exclusion of press/public, Date of the next meeting of the LLPB. | **Y** | **Y** | **Y** | **Y** | **Y** |
| Minutes of the previous meeting of the LLPB | **Y** | **Y** | **Y** | **Y** | **Y** |
| Report - Regulatory changes update | **Y** | **Y** | **Y** | **Y** | **Y** |
| Report - Feedback from Board members on conferences/events and other training received. | **Y** | **Y** | **Y** | **Y** | **Y** |
| Report - Part I/II Reports considered by the recent Pension Fund Committee. | **Y** | **Y** | **Y** | **Y** | **Y** |
| **Governance** |  |  |  |  |  |
| Report – Annual Review of the effectiveness of the LLPB - conclusions of the Chair and draft LLPB Annual Report for the previous year. | **Y** |  |  |  | **Y** |
| Report - LLPB Members Training Record – review | **Y** |  |  |  | **Y** |
| Report – Work Plan - update on progress regarding the current LLPB work plan | **Y** |  |  |  | **Y** |
| Report - Constitution, Membership and Terms of Reference of the LLPB |  | **Y** |  |  |  |
| Report - Local Pension Partnership Pensions Administration Service Update |  | **Y** |  | **Y** |  |
| Report - The Pension Regulator survey results |  |  | **Y** |  |  |
| Activity - Annual Review of LLPB effectiveness (Chairs 1 to 1 meetings with members) |  |  |  | **Y** |  |
| Report - Compliance with COP:14 – review |  |  |  | **Y** |  |
| Report - Work plan – approval of the LLPB work plan for the following year (send to PFC) |  |  |  | **Y** |  |
| Report - Terms of Reference of the Board – annual review |  |  |  | **Y** |  |
| Report - Assurance that Board has fulfilled the broader remit of scrutiny of LCPF | **Y** |  |  |  | **Y** |
| **Key Policy documents** |  |  |  |  |  |
| Report - Risk Register – 6 month review | **Y** |  | **Y** |  | **Y** |
| Report - Administration Performance 2019/20 |  | **Y** |  |  |  |
| Report - UK Stewardship Code Compliance |  | **Y** |  |  |  |
| Report - Governance Policy Statement |  |  |  | **Y** |  |
| Report - Pension Administration Strategy Statement |  |  |  | **Y** |  |
| **Performance** |  |  |  |  |  |
| Report – Summary of appeals under the internal dispute resolution procedures | **Y** | **Y** | **Y** | **Y** | **Y** |
| Activity - Monitoring of KPIs for admin, complaints, governance, investments (via PFC reports). | **Y** | **Y** | **Y** | **Y** | **Y** |
| Report - Pension Fund Administration Service - Quality of Service Report |  | **Y** |  |  |  |
| Report - Data Quality |  |  | **Y** |  |  |
| **Actuarial Valuation** |  |  |  |  |  |
| Report - Actuarial Valuation | **Y** |  |  |  |  |
| **Financial Monitoring** |  |  |  |  |  |
| Report - Contributions monitoring and data breaches (quarterly reporting) | **Y** | **Y** | **Y** | **Y** | **Y** |
| Report - LCPF budget review (with particular regard to cost savings, productivity gain, risk reduction, service improvement and performance). | **Y** |  |  |  | **Y** |
| **Communications and updates to employers and members** |  |  |  |  |  |
| Activity - Formal reports and internal/external reports | **Y** | **Y** | **Y** | **Y** | **Y** |
| Activity - Assistance with communication to employers/members arising out of regulations and current issues | **Y** | **Y** | **Y** | **Y** | **Y** |

|  |  |  |  |
| --- | --- | --- | --- |
| **ADVANCE WORK PLAN – TRIENNIAL REVIEW** | **2021/22** | **2022/23** | **2023/24** |
| Responsible investment Statement | **Y** |  |  |
| Admission and Terminations Policy | **Y** |  |  |
| Death Grant Policy | **Y** |  |  |
| Funding Strategy Statement |  | **Y** |  |
| Stewardship Code compliance |  | **Y** |  |
| Communications Policy |  | **Y** |  |
| Actuarial Valuation |  | **Y** |  |
| Investment Strategy Statement |  | **Y** |  |
| Discretion Policy |  | **Y** |  |
| Bulk Transfer payment policy |  | **Y** |  |
| Governance Policy Statement |  |  | **Y** |
| Monitor employer and administering authority discretions |  |  | **Y** |
| Transfer Policy |  |  | **Y** |
| Abatement policy |  |  | **Y** |
| Pension Administration Statement |  |  | **Y** |