

Appendix 1

# PENSIONS COMMITTEE

**Work Plan**

**2016/17**

Date of Meeting	Items	Title of Report / Presentation	Contact Officer
June 2016	1	Quarterly Performance Reporting of Fund Managers and update on emerging /current issues	Investment & Treasury Manager
	2	Quarterly Administrative Key Performance Indicators Report	Pensions Manager
	3	Annual Review of Statement of Investment Principles and Funding Strategy Statement	Investment & Treasury Manager
	4	Production of Compliance Checklist for the Pensions Regulator Code of Practice	Investment & Treasury Manager/Pensions Manager
	5	Production of Risk Management Policy and Risk Register	Investment & Treasury Manager
	6	Production of Reporting Breaches Policy and Conflicts of Interest Policy	Investment & Treasury Manager
	7	Review of Governance Compliance Statement	Investment & Treasury Manager
	8	Review of Pensions Administration Policy	Pensions Manager
Separate Evening	9	Member Training - Presentation	Various
September 2016	1	Quarterly Performance Reporting of Fund Managers and update on emerging /current issues	Investment & Treasury Manager
	2	Quarterly Administrative Key Performance Indicators Report	Pensions Manager
	3	Review of actuarial, investment advice and custodial services	Investment & Treasury Manager
	4	Presentation on Annual Fund Performance	Investment & Treasury Manager/WM Company
	5	Review of Communications Policy Statement	Pensions Manager

	6	Review Fund Managers performance and costs	Investment & Treasury Manager
	7	Review of Funding Strategy Statement	Investment & Treasury Manager
	8	Review of AVC Provision	Investment & Treasury Manager
	9	Member Training - Statement of Accounts training	Investment & Treasury Manager
November 2016	1	Quarterly Performance Reporting of Fund Managers and update on emerging /current issues	Investment & Treasury Manager
	2	Quarterly Administrative Key Performance Indicators Report	Pensions Manager
	3	Review/Approval of Annual Report	Investment & Treasury Manager
	4	Review of Fund Managers' internal control (SAS70)	Investment & Treasury Manager
	5	Review of actuarial, investment advice and custodial services	Investment & Treasury Manager
	6	Triennial Valuation of the Fund as at March 2016	Hymans - Actuary
	7	Review of Statement of Investment Principles	Investment & Treasury Manager
	8	Review of TPR Compliance Checklist	Investment & Treasury Manager/Pensions Manager
March 2017	1	Quarterly Performance Reporting of Fund Managers and update on emerging /current issues	Investment & Treasury Manager
	2	Quarterly Administrative Key Performance Indicators Report	Pensions Manager
	3	Presentation from Fund Manager	
	4	Consideration of Governance Compliance Statement (if necessary)	Investment & Treasury Manager

	5	Review of Communications Policy Statement	Pensions Manager
	6	Review of Pensions Administration Policy	Pensions Manager
	7	Pension Fund Work Plan and Budget 2017/18	Investment & Treasury Manager
	8	Review of AVC Provision	Investment & Treasury Manager