

## Tower Hamlets Pension Board – Work Programme 2024/2025

<b>Pension Board Agenda</b>		
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>
<b>Standing items (to appear on each agenda)</b>		
Pensions Committee Update	Consideration of the draft agenda of the upcoming Pensions Committee and summary minutes of the last Pensions Committee.	Head of Pensions & Treasury
Pensions Administration Report	Update on the performance of the Pensions Administration service and In-house pensions team activity including projects and KPIs.	Head of Pensions & Treasury
Employer Engagement and Communications Report	Update on Employer Engagement, Employer Contributions, Admissions and Cessations and Communications from the Fund	Head of Pensions & Treasury
Governance Report	Update on governance issues affecting the Fund, developments in the LGPS and regulatory environment, policy changes and LCIV Pool updates.	Head of Pensions & Treasury
TH Pension Fund Risk Register	Review of the Pension Fund's Risk Register – by exception.	Head of Pensions & Treasury

TH Pension Fund Breaches Log	Update on the Pension Fund's breaches log	Head of Pensions & Treasury
TH Pension Fund Quarterly Budget and Cashflow monitoring	Update on the Pension Fund budget and cashflow.	Head of Pensions & Treasury
Work Programme	Review of the Pension Board and Pensions Committee's work programme.	Head of Pensions & Treasury
Training	Receive training and consider Board members' participation in upcoming events/training. Feedback from events/training attended.	Head of Pensions & Treasury with the Chair of the Board
<b>5 June 2024</b>		
TH Pension Fund Closing 2023/24 and External Audit	Update on the 2023/24 TH Pension Fund year-end closing, preparation of financial statements and external audit work.	Head of Pensions & Treasury
Governance and Compliance Statement	Review of TH Pension Fund Governance and Compliance Statement	Head of Pensions & Treasury
Admissions Policy	Review of TH Pension Fund Admissions Policy	Head of Pensions & Treasury
Annual Report of the Pension Board	Annual report of the Pension Board to the Scheme manager outlining the work throughout the year	Head of Pensions & Treasury with the Chair of the Board
Training Strategy	Review/update of the Pension Fund Training Strategy	Head of Pensions & Treasury

Annual Benefits Statements (ABS) 2024	Update the Board on the preparation for issuing ABS by the statutory deadline of 31 August 2024.	Head of Pensions & Treasury
<b>11 September 2024</b>		
2025 Actuarial Valuation	Update on preparation and data quality.	Head of Pensions & Treasury
Pension Fund Annual Report and Accounts 2023/24	2023/24 Annual Report and Accounts for review.	Head of Pensions & Treasury
<b>7 November 2024</b>		
External Auditor's Report on the Pension Fund Accounts 2023/24	Review the External Auditor's findings for the Pension Fund financial Statements.	Head of Pensions & Treasury
Annual Employer Forum Agenda	Discuss the upcoming Pension Fund Employer Forum Agenda.	Head of Pensions & Treasury / Chair of the Board
Annual Training Plan	Review Training completed during the year and training proposals/recommendations for 2025/26	Head of Pensions & Treasury / Chair of the Board
<b>13 February 2025</b>		
Business Plan and Budget	Review 2024/25 Pension Fund Business Plan and Budget and discuss proposals for 2025/26.	Head of Pensions & Treasury / Chair of the Board
2025 Actuarial Valuation	Update on preparation. Discuss Actuary's key assumptions.	Head of Pensions & Treasury

**Pension Board - Actions, Requests and Queries**

<b>Subject / Issue(s)</b>	<b>Detail</b>	<b>Status (Pending/Complete)</b>

## Working Groups

Title	Meetings and actions since the last Pension Board	Membership

## Training and Development – attendance monitoring

Date	Topic	Board Member(s)	Feedback

