

Tower Hamlets Pensions Committee – Work Programme 2024/2025

Pensions Committee Agenda		
Item	Description	Responsibility
Standing items (to appear on each agenda)		
Pension Board Update	Presentation by the Chair of the Pension Board to the Committee on the discussions of the last Pension Board.	Chair of the Pension Board/Deputy Chair/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
Quarterly Investment Report	Review of the Pension Fund's investments	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 Committee members' participation in upcoming events/training. Feedback from events/training attended.	Head of Pensions & Treasury with the Chair of the Committee
1 July 2024		
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 Review of the Pension Committee	Annual review of the Pensions Committee on the work completed during the year	Head of Pensions & Treasury with the Chair of the Committee
Training Strategy	Review/update of the Pension Fund Training Strategy	Head of Pensions & Treasury

Annual Benefits Statements (ABS) 2024	Update the Committee on the preparation for issuing ABS by the statutory deadline of 31 August 2024.	Head of Pensions & Treasury
30 September 2024		
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
11 November 2024		
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 Committee
Annual Training Plan	Review Training completed during the year and training proposals/recommendations for 2025/26	Head of Pensions & Treasury / Chair of the Committee
10 March 2025		
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 Committee
2025 Actuarial Valuation	Update on preparation. Discuss Actuary's key assumptions.	Head of Pensions & Treasury

Pensions Committee - Actions, Requests and Queries

Subject / Issue(s)	Detail	Status (Pending/Complete)

Working Groups

Title	Meetings and actions since the last Pensions Committee	Membership

Training and Development – attendance monitoring

Date	Topic	Committee Member(s)	Feedback

