

## South Yorkshire Joint Local Pension Board Work Programme

Terms of Reference Area	Jan	March	July	Oct	Author
<b><u>Board Arrangements</u></b>					
Board Work Programme	x	x	x	x	GR
Cycle of Board Meetings		x			GR
Board's Annual Report			x		MM/GR
LPB Budget Monitoring	x	x	x	x	BC
Minutes of Previous Meeting/Matters Arising	x	x	x	x	GR
Annual Review of Constitution & ToR			x		MM/GR
Learning & Development	x				MM/GR
Amendment to Terms of Reference				x	GR
<b><u>Administration</u></b>					
Employers Performance		x			GC
Pensions Administration Update	x		x		GC
Review of Administration Strategy		x			GC
Investment Update	x	x	x	x	Various
Authority and Board Work Programmes				x	FB
SYP Annual Fund Meeting				x	GC
SYP Annual Fund Meeting Survey	x				GC
Employers Forum Survey		x			GC
Review of Annual Report				x	GR
Treasury Management	x				TBC
Authority Budget Monitoring			x		TBC
<b><u>Auditors</u></b>					
Internal Audit Update (incl. recommendations)	x				RW
Internal Audit Annual Report			x		RW
External Audit Annual Governance Report			x		LW
External Audit Annual Audit Letter	x				LW
<b><u>Risk Management</u></b>					
Annual Review of Risk Management			x		AH
Risk Register	x				AH
<b><u>Communications</u></b>					
Information of the SYPA Website	x		x		GR
Information provided on retirement, leaving etc.		x			GR

Appointment of External Auditor will be added when appropriate.

Topical issues & requests from LPB members will be added where necessary.