

South Yorkshire Joint Local Pension Board Work Programme

Terms of Reference Area	Jan	March	July	Oct	Author
<u>Board Arrangements</u>					
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	x			MM/GR
<u>Administration</u>					
Employers Performance			x		GC
Pensions Administration Performance	x		x		GC
Review of Administration Strategy					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
Budget Monitoring			x		TBC
Complaints and Compliments				x	
<u>Occasional Reports</u>					
TPR Self-Assessment Toolkit		x			
Communication with Scheme members and employers		x			
Investment Strategy		x			SB
Internal Dispute Resolution Procedure			x		
Breaches of the Law – Control Measures			x		
<u>Auditors</u>					
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
<u>Risk Management</u>					

Annual Review of Risk Management			x		AH
Risk Register	x		x	x	AH
Communications					
Information of the SYPA Website	x		x		GR
Information provided on retirement, leaving etc.					GR
Annual Fund meeting survey		x			GC

Appointment of External Auditor will be added when appropriate.
Topical issues & requests from LPB members will be added where necessary.