

Date: 12 July 2017

To: MEMBERS OF THE SOUTH YORKSHIRE JOINT  
LOCAL PENSION BOARD



**SOUTH YORKSHIRE  
LOCAL PENSION BOARD**

18 Regent Street  
Barnsley  
South Yorkshire  
S70 2HG

[www.southyorks.gov.uk](http://www.southyorks.gov.uk)

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Dear Member

**SOUTH YORKSHIRE JOINT LOCAL PENSION BOARD**  
**Thursday 20 July 2017**

A meeting of the South Yorkshire Joint Local Pension Board will be held at 12.00 pm on Thursday 20th July, 2017 at the offices of the South Yorkshire Pensions Authority, 18 Regent Street, Barnsley, S70 2HG.

Car parking will be available at the rear of the building.

The agenda is attached.

Yours sincerely

D Terris  
Clerk

Encs

**Distribution:** Glyn Boyington (Chair), Geoff Berrett, Steve Carnell, Nicola Doolan, Cllr Phillip Lofts, Kevin Morgan, Susan Ross, Jill Thompson (Vice-Chair) and Garry Warwick.

## **Terms of Reference**

### **1. Administration**

- 1.1 Monitor and review the performance of Scheme administration including suggesting any changes to the Pensions Administration Strategy.
- 1.2 Monitor, review and report on the receipt of contributions.
- 1.3 Monitor investment manager reports.
- 1.4 Review the format, timing and source of management information presented to the Board.

### **2. Auditors**

- 2.1 Monitor and review the appointment and performance of the auditors.
- 2.2 Monitor and review the Annual Report and accounts.
- 2.3 Review the recommendations produced by audit and give consideration to what action should be taken and make recommendations to the Scheme Manager as appropriate.
- 2.4 Monitor and Review the Work Programmes for the Pensions Authority and its Boards and the South Yorkshire Passenger Transport Pension Fund Committee.

### **3. Internal Controls and Risk Register**

- 3.1 Monitor and review the Authority's Risk Register.
- 3.2 Monitor internal controls and procedures of the Pensions Authority.

### **4. Communications**

- 4.1 Monitor and make recommendations as appropriate on:-
  - The information available on the SYPA internet site
  - The information provided to Scheme members on leaving, retirement etc.
- 4.2 Produce an Annual Report upon its activities to be submitted to the Pensions Authority.
- 4.3 Produce reports and make recommendations to the Pensions Authority that relate to the work of the LPB. Any reports must be provided at least ten working days in advance of the next Pensions Authority meeting.

### **5. Budgets**

- 5.1 Agree a yearly budget for the operation of the Local Pension Board and submit to the Authority for approval.
- 5.2 Monitor the level of fees against the annual budget set for the Pensions Board.

# **SOUTH YORKSHIRE JOINT LOCAL PENSION BOARD**

**THURSDAY 20 JULY 2017 AT 12.00 PM**

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