

## 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   |
| <b><u>Administration</u></b>                     |     |       |      |     |         |
| Employers Performance                            |     |       |      |     | GC      |
| Pensions Administration Performance              | 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 & Accounts               |     |       |      |     | GR      |
| Treasury Management                              | x   |       |      |     | TBC     |
| Budget Monitoring                                |     |       |      |     | TBC     |
| Complaints and Compliments                       |     |       |      | x   |         |
| <b><u>Auditors</u></b>                           |     |       |      |     |         |
| Internal Audit Update (incl. recommendations)    | x   |       |      |     | RW      |
| Internal Audit Annual Report                     |     |       |      |     | RW      |
| External Audit Annual Governance Report          |     |       |      |     | LW      |
| External Audit Annual Audit Letter               | x   |       |      |     | LW      |
| <b><u>Risk Management</u></b>                    |     |       |      |     |         |
| Annual Review of Risk Management                 |     |       |      |     | AH      |
| Risk Register                                    | x   | x     | x    | x   | AH      |
| <b><u>Communications</u></b>                     |     |       |      |     |         |
| Information of the SYPA Website                  | x   |       | x    |     | GR      |
| Information provided on retirement, leaving etc. |     | x     |      |     | GR      |

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

Updated 06.07.17