

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
Update to Constitution & Terms of Reference				x	GR
Learning & Development	x				MM/GR
<u>Administration</u>					
Employers Performance			x		GC
Pensions Administration Performance	x		x		GC
Review of Administration Strategy			x		GC
Investment/Pooling 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			x		GR
Treasury Management	x				TBC
Budget Monitoring			x		TBC
Complaints and Compliments			x		
Draft Reporting Breaches Procedure				x	GR
<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	x	GC/SB
<u>Communications</u>					
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 05.09.17