South Yorkshire Local Pension Board Work Programme

Board Arrangements	Terms of Reference Area	Jan	March	June	Oct	Author	
Cycle of Board Meetings         x         GR           Board's Annual Report         x         x         MM/GR           LPB Budget Monitoring         x         x         x         x         X         BC           Minutes of Previous Meeting/Matters Arising         x         x         x         x         A         GR           Annual Review of Constitution & ToR         x         x         MM/GR         MM/GR         MM/GR           Administration         W         x         C         GC         MM/GR         Authority and Board Work Programmes         X         X         X         GC         GC         Employers Forum Survey         X         X         GC         GC         GR <t< td=""><td colspan="7">Board Arrangements</td></t<>	Board Arrangements						
Board's Annual Report	Board Work Programme	Х	Х	х	Х	GR	
LPB Budget Monitoring	Cycle of Board Meetings		Х			GR	
Minutes of Previous Meeting/Matters Arising	Board's Annual Report			Х		MM/GR	
Annual Review of Constitution & ToR  Learning & Development  Administration  Employers Performance  Pensions Administration Performance  Review of Administration Strategy  Pooling Update  Annual Governance Statement & Accounts  Authority and Board Work Programmes  SYP Annual Fund Meeting  Employers Forum Survey  Review of Annual Report & Accounts  Treasury Management  Budget Monitoring  Budget Monitoring  Breach Reporting Log  Complaints and Compliments  Auditors  Internal Audit Update (incl. recommendations)  External Audit Annual Report  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management  Risk Register  Information of the SYPA Website  Information of the SYPA Website	LPB Budget Monitoring	Х	Х	Х	Х	ВС	
Learning & Development  Administration  Employers Performance  Review of Administration Performance  Review of Administration Strategy  Pooling Update  Authority and Board Work Programmes  SYP Annual Fund Meeting  Employers Forum Survey  Review of Annual Report & Accounts  Areasury Management  Budget Monitoring  Complaints and Compliments  Auditors  Internal Audit Update (incl. recommendations)  Risk Management  Risk Management  Risk Register  Authority and Board Work Programmes  X X GC  Authority and Board Work Programmes  X X GC  Authority and Board Work Programmes  X FB  SYP Annual Fund Meeting  X X GC  Authority and Board Work Programmes  X GC  Employers Forum Survey  X GC  Review of Annual Report & X X GC  Breach Reporting Log  X X GC  Breach Reporting Log  X X GC  Breach Reporting Log  X X GC  Employers Forum Survey  X GC  Breach Reporting Log  X X A GC  Breach Reporting Log  X X A GC  Breach Reporting Log  X X X X A GC  Breach Reporting Log  X X X X A GC  Breach Reporting Log  X X X X X A GC  Breach Reporting Log  X X X X X X X X X X X X X X X X X X X	Minutes of Previous Meeting/Matters Arising	Х	Х	Х	Х	GR	
Administration  Employers Performance Pensions Administration Performance Review of Administration Strategy Review of Annual Governance Statement & Accounts Review of Annual Fund Meeting Review of Annual Report & Accounts Review of Annual Report & X Review of Annual Report Review of Annual Compliments Reporting Log Review of Annual Compliments Review of Annual Report Review of Risk Management Risk Register Review of Risk Management Risk Register Review of Risk Management Review of Risk Management Risk Register Review of Risk Management Review of Risk Management Risk Register Review of Risk Mensite Review of Review of Risk Mensite Review of Review of Risk Mensite	Annual Review of Constitution & ToR			х		MM/GR	
Employers Performance	Learning & Development					MM/GR	
Pensions Administration Performance  Review of Administration Strategy  Review of Annual Governance Statement & Accounts  Review of Annual Fund Meeting  Review of Annual Fund Meeting  Review of Annual Report & Accounts  Review of Annual Report & X  GC  Review of Annual Compliments  X  GC  Review of Annual Compliments  X  GC  Review of Annual Report & X  GC  Review of Annual Compliments  X  GC  Review of Annual Report & X  GC  Review of Annual Report & X  RW  Review of Risk Management  Risk Management  X  AH  Risk Register  X  GR  GR  GC  GC  GC  GC  GC  GC  GC  GC	Administration						
Review of Administration Strategy x x x x x Various Pooling Update x x x x x X Various Annual Governance Statement & Accounts x MM/GR Authority and Board Work Programmes x FB SYP Annual Fund Meeting x x x GC Employers Forum Survey x GC Review of Annual Report & Accounts x GR Treasury Management TBC Budget Monitoring x x TBC Breach Reporting Log x x GC Complaints and Compliments x GC Complaints and Compliments x RW Internal Audit Update (incl. recommendations) x RW External Audit Annual Report x X RW External Audit Annual Governance Report x X RW External Audit Annual Audit Letter  Risk Management Annual Review of Risk Management x x X AH Communications Information of the SYPA Website X GR	Employers Performance			х		GC	
Pooling Update	Pensions Administration Performance			х		GC	
Annual Governance Statement & Accounts  Authority and Board Work Programmes  X FB  SYP Annual Fund Meeting  X X GC  Employers Forum Survey  X GC  Review of Annual Report & Accounts  Treasury Management  Budget Monitoring  X X GC  Breach Reporting Log  Complaints and Compliments  Auditors  Internal Audit Update (incl. recommendations)  Internal Audit Annual Report  External Audit Annual Governance Report  External Audit Annual Governance Report  Risk Management  Annual Review of Risk Management  Risk Register  X X GR  MMM/GR  X X GC  X X GC  X GC  Review of Annual Revolutions  X X GR  X X GC  X X GC  Review of Annual Report  X X RW  RW  External Audit Annual Report  External Audit Annual Governance Report  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management  X AH  Risk Register  X X X X AH  Communications  Information of the SYPA Website	Review of Administration Strategy	Х		х		GC	
Authority and Board Work Programmes  SYP Annual Fund Meeting  X  SYP Annual Fund Meeting  X  GC  Employers Forum Survey  X  GC  Review of Annual Report & Accounts  Treasury Management  Budget Monitoring  X  TBC  Budget Monitoring  X  GC  Breach Reporting Log  Complaints and Compliments  X  Auditors  Internal Audit Update (incl. recommendations)  Internal Audit Annual Report  External Audit Annual Governance Report  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management  Risk Register  X  FB  X  X  GC  Review of Annual Webeting  X  X  GR  TBC  GC  Breach Reporting Log  X  X  GC  Breach Reporting Log  X  X  AU  GC  RW  Internal Audit Update (incl. recommendations)  X  RW  External Audit Annual Report  X  Annual Review of Risk Management  Annual Review of Risk Management  X  AH  Risk Register  X  X  AH  Communications  Information of the SYPA Website  X  GR	Pooling Update	х	Х	х	Х	Various	
SYP Annual Fund Meeting	Annual Governance Statement & Accounts			х		MM/GR	
Employers Forum Survey  Review of Annual Report & Accounts  Treasury Management  Budget Monitoring  X  TBC  Budget Monitoring  X  TBC  GDPR Update  X  X  GC  Breach Reporting Log  Complaints and Compliments  Internal Audit Update (incl. recommendations)  Internal Audit Annual Report  External Audit Annual Governance Report  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management  Risk Register  X  X  GC  RW  RW  AH  Communications  Information of the SYPA Website  X  GR  ATBC  X  X  X  X  A  GC  A  GC  Breach Reporting Log  X  X  X  X  A  GC  A  GC  Breach Reporting Log  X  X  A  GC  A  GC  Breach Reporting Log  X  X  A  A  A  A  A  A  A  Communications  Information of the SYPA Website  X  GR	Authority and Board Work Programmes				Х	FB	
Review of Annual Report & Accounts	SYP Annual Fund Meeting		Х		Х	GC	
Treasury Management  Budget Monitoring  X  TBC  GDPR Update  X  X  GC  Breach Reporting Log  Complaints and Compliments  X  Auditors  Internal Audit Update (incl. recommendations)  Internal Audit Annual Report  External Audit Annual Governance Report  X  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management  X  AH  Communications  Information of the SYPA Website  X  TBC  X  X  X  X  A  GC  RW  EX  RW  RW  AH  Communications  Information of the SYPA Website  X  GR	Employers Forum Survey		Х			GC	
Budget Monitoring	Review of Annual Report & Accounts			х		GR	
GDPR Update	Treasury Management					TBC	
Breach Reporting Log	Budget Monitoring			х		TBC	
Complaints and Compliments x  Auditors  Internal Audit Update (incl. recommendations) x RW  Internal Audit Annual Report x RW  External Audit Annual Governance Report x  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management x A AH  Risk Register x X X AH  Communications  Information of the SYPA Website x GR	GDPR Update	х	Х			GC	
Internal Audit Update (incl. recommendations)   x	Breach Reporting Log			х	Х	GC	
Internal Audit Update (incl. recommendations)	Complaints and Compliments				Х		
Internal Audit Annual Report x RW  External Audit Annual Governance Report x  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management x AH  Risk Register x X X X AH  Communications  Information of the SYPA Website x GR	Auditors						
External Audit Annual Governance Report x  External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management x AH  Risk Register x x x X AH  Communications  Information of the SYPA Website x GR	Internal Audit Update (incl. recommendations)		Х			RW	
External Audit Annual Audit Letter  Risk Management  Annual Review of Risk Management  Risk Register  x x x AH  Communications  Information of the SYPA Website  X GR	Internal Audit Annual Report			х		RW	
Risk Management   Annual Review of Risk Management x AH   Risk Register x x x AH   Communications   Information of the SYPA Website x GR	External Audit Annual Governance Report			х			
Annual Review of Risk Management	External Audit Annual Audit Letter						
Risk Register x x x AH  Communications  Information of the SYPA Website x GR	Risk Management						
Communications Information of the SYPA Website x GR	Annual Review of Risk Management			х		AH	
Information of the SYPA Website x GR	Risk Register	х	Х	х	Х	AH	
	Communications						
Information provided on retirement, leaving etc. x GR	Information of the SYPA Website			х		GR	
	Information provided on retirement, leaving etc.			х		GR	

Topical issues & requests from LPB members will be added where necessary. Updated 06.03.18