

**Local Pension Board - Work Programme**

	Frequency			
	Quarterly	Annual	Semi-annual	As required
<b>Pre-Meeting</b>				
- Pre-meeting with LPB members and adviser only	√			
<b>Compliance and Control</b>				
- Authority Governance recent meetings and decisions (LPB members attend on rotation basis and feedback). All LPB members to attend annual Audit and Risk Committee when external auditors report. Includes oversight of Border to Coast.	√			
- Risk register (Update on actions and new risks)	√			
- Progress on actions resulting from audits/inspections	√			
- Governance Compliance Statement		Q3		
- Annual Report and Accounts		Q3		
- Relevant Policies (Internal Controls/ Anti-fraud Policy)				√
- Policies of the Authority				√
- Reports from External Inspection Agencies				√
- Updates on Regulations, Consultations or Guidance				√
<b>Administration</b>				
- Performance Indicators (including statutory standards, particularly disclosure standards and receipt of employer contributions)	√			
- Breaches, Complaints and Appeals	√			
- Data Quality, Improvement Plans and Progress Updates			√	
<b>Communications</b>				
- Consultation & Communications Policy				√
- Review of key communications				√
- Member and Employer Surveys			√	
<b>Local Pension Board Operations</b>				
- Work Programme and indicative agenda for next LPB meeting	√			
- Annual report on the LPB activities		Q1		
LPB Membership & Training				
- Attendance & Training records of LPB members, including feedback from training		√	√	
- Election of Chair		√		
- Training Needs Analysis of LPB members		√		
- Forthcoming training sessions	√			
- LPB Budget setting & monitoring of spend against LPB budget		Q1		
- Review of Effectiveness of LPB including review of LPB Work Programme		√		
- Review of Terms of Reference				√
<b>LPB Recommendations to the Authority</b>				
- To make recommendations to the Authority with regard to the matters set out in the LPB Terms of Reference	√			