

## Appendix B

### Local Pension Board Effectiveness Review – Proposed Action Plan

This Appendix sets out a proposed action plan based on the Board's recommendations set out in Appendix A.

Ref.	Actions	Target Date	Owner
<b>1</b>	<b>Succession Planning for the Board</b>	<b>August 2025</b>	<b>Head of Governance &amp; Corporate Services</b>
i)	Provide a document showing the term end dates and plans in place to fill them. This document to be placed in the online reading room for Board members to access, as the details are continually evolving. An update on the succession planning will also continue to form part of the regular governance updates presented to each Board meeting.		
ii)	Review Local Pension Board terms of reference - this will be done as part of the already planned review of the Board's Constitution taking place in 2025, and which is reviewed on a regular basis.		
<b>2</b>	<b>Board and Authority Communications</b>	<b>To be agreed</b>	<b>Chair of Local Pension Board? - TBA</b>
	Arrange for Local Pension Board to present a report on their work to each Authority meeting.		
<b>3</b>	<b>Online Reading Room</b>	<b>November 2025</b>	<b>Head of Governance &amp; Corporate Services</b>
	Following the planned rollout (between now and June 2025) of updated user-guides containing easy to follow notes on accessing links and how the contents are structured etc., a feedback survey will be issued to all Board and Authority members in the autumn to gather comments and any further feedback on its effectiveness after these improvements.		
<b>4</b>	<b>Plan for raising the profile of the LPB with employers and scheme members</b>	<b>As stated below</b>	<b>As stated below</b>
i)	Officers to complete the review and updating of the website to add further information on the Board, including member details, photographs and biographies.	June 2025	Head of Governance & Corporate Services
ii)	Officers to add content to the employer newsletter - to include details on the role and work of the Board as well as meeting dates and details of how to watch the webcast.	September 2025	Head of Governance & Corporate Services

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iii)	Officers to add content to the scheme member newsletters - to include details on the role and work of the Board as well as meeting dates and details of how to watch the webcast.	September 2025	Head of Governance & Corporate Services
iv)	Board to arrange a presentation on their work at the annual employer forum. (Officers will facilitate in relation to agenda planning and formatting of any slides etc.)	Forum held in November 2025 (Date TBC)	<b><i>Chair / Vice Chair / Member of LPB? – TBA</i></b>
5	<b>Effectiveness Reviews</b>	<b>As stated below</b>	<b>As stated below</b>
	Review of the process of carrying out effectiveness reviews for both Local Pension Board and Authority to consider areas suggested for two-way feedback between the two and to consider opportunities for officer feedback to be incorporated.	Before next reviews due in February - March 2026	Head of Governance & Corporate Services
6	<b>Changes in Membership</b>	<b>April 2025</b>	<b>Head of Governance &amp; Corporate Services</b>
	In the event of members resigning or joining the Board and/or the Authority during the year, the details will be included in the next monthly member update in addition to being reported on in the regular governance update reports.		
7	<b>Reports Presentation</b>	<b>June 2025</b>	<b>Head of Governance &amp; Corporate Services</b>
	Governance team to refresh guidance to officers presenting reports to reinforce that it should be assumed the reports have been read in advance and the presentation should be limited to advising on the key points to be highlighted only - so as to maximise the time available for questioning and debate.		