

Pension Advisory Board

Work programme 2017/18

Key tasks and activities	Action in 2017/18
Business planning and performance <ul style="list-style-type: none">• Agree work programme, budget and resources for coming year• Review advisor requirements• Review performance against work programme and budget for report to committees *• Board self-assessment• Report for Fund Annual Report• Report to Employer Annual Meeting• Report to Scheme Advisory Board/DCLG/tPR	Report considered and agreed on 1 March Reviewed on 1 March A progress report on outstanding action is considered at each meeting Report considered and agreed on 1 March Report considered and agreed on 1 March Report considered and agreed on 1 March Attended by Richard Cohen to represent the Board and feedback given to meeting on 29 November No report required Response to Scheme Advisory Board survey agreed on 5 July Response to tPR survey considered on 29 November
Compliance checks <ul style="list-style-type: none">• Annual review of conflicts of interest• Review relevant Pension Panel decisions• Annual Report & Accounts• Review of policy statements• Review of risk register• Internal controls/audit reports• Regulations and guidance	Reviewed on 1 March Reviewed at each meeting Reviewed by chairman 'Desk top' review by Chairman Monitored reviews by Pensions Panel Noted audit assurances Reviewed MiFID II requirements and progress

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	<p>Monitored progress on GDPR</p> <p>Reviewed cost transparency voluntary code requirements</p>
<p>Administration procedures and performance</p> <p>Admin report to cover:</p> <ul style="list-style-type: none"> • Notifiable events • Data quality and integrity • Disclosure of information • Contribution monitoring 	<p>The Board received a report on administration procedures and performance at each meeting. A number of issues have been queried and concerns raised about poor performance against KPIs, the Annual Benefits process, the management of late payment of contributions and monitoring breaches. The customer satisfaction survey results were reviewed.</p>
<p>Communications</p> <ul style="list-style-type: none"> • Newsletters and annual statements • Website and portal 	<p>Board members continue to review individual newsletters and make comments under the revised procedures agreed in 2016.</p> <p>Reviews have been undertaken and comments taken on board</p> <p>A new generic email address for the Board has been set up</p>
<p>Training</p> <ul style="list-style-type: none"> • Review training log and plan needs 	<p>Reviewed at each meeting and focused training provided. Members are completing tPR's on-line training modules and external training sessions have been attended and recorded.</p>
<p>Special items and reviews</p> <ul style="list-style-type: none"> • Board governance arrangements • Valuation assumptions and outcomes 	<p>Terms of Reference revised to reflect requirements on Board membership</p> <p>No action required</p>

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<ul style="list-style-type: none"> • Investment pooling arrangements including governance arrangements • New investment regulations and guidance 	<p>Reports to the Pensions Panel and Governance Committee have been reviewed and the Board has been kept informed on progress</p> <p>Chairman undertook compliance review in relation to DCLG guidance</p>

* Pensions Panel and Governance Committee