

## Appendix 1

### INVESTMENTS TEAM WORKPLAN TO 31 MARCH 2015

Project	Proposed Action	Committee Report
Member Training	Implement training policy for members (and then officers) in line with CIPFA Knowledge and Skills Framework and Toolkit (when issued). Arrange training sessions as necessary to ensure that all Committee members stay abreast of the latest developments in the world of local government pensions by being given the opportunity to attend seminars  Set out training programme for new members post May 2015	On-going
Review manager performance	Officers to formally meet managers as part of monitoring process  See IP workplan for Panel meetings	Ongoing
Review of investment strategy & projects	Projects arising from review delegated to Panel for implementation or further investigation further. <ul style="list-style-type: none"> <li>• Review of hedge funds – ongoing</li> <li>• Review of FX hedging programme – start 3Q14</li> <li>• Liability hedging – preliminary work to start in late 2014/2015</li> </ul>	Ongoing
Re-tender actuarial and investment advisory contracts	Separate contracts; both will be re-tendered under the SW LGPS funds advisory framework	Commence 3Q14
Monitoring of employer covenants	Annual monitoring of changes in employers financial position	On-going
Review AVC arrangements	Review choice of investment funds offered for members	4Q14
Review AAF 01/06 & SAS70 reports	Annual review of external providers internal control reports	Annually 3 <sup>rd</sup> quarter
Investment Forum	To discuss funding and investment strategies and issues	Next due 4Q14
Ill health insurance options	Investigate options for insuring ill-health pension costs for smaller employers – delay until after actuary contract tendered	Commence 1Q14
Establish Pensions Board	Agree structure Appointment process Training plan	November 2014 December – March From April 2015
Employer Database	Create structure for document management	Commence March 2015 (dependent on

	system ready for using Council solution or Altair	corporate solution)
Develop online form for receipt of contributions	Develop online form for employers to send contribution information (LGPS50 form). Roll out during year with aim of only accepting online forms from 1/4/15.	Project commenced; roll out during year
Statement of Investment Principles	Revise following any change in Fund strategy/policies.	On-going
IAS 19	Liaise with the Fund's actuary in the production of IAS 19 disclosures for employing bodies	No report
Final Accounts	Preparation of Annual Accounts	Annually 2 <sup>nd</sup> quarter
2015 Interim Valuation	As at 31 March 2015; preparatory work 1Q15	Commence 1Q15