

Appendix 1

INVESTMENTS TEAM WORKPLAN TO DECEMBER 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
Investment strategy & projects	Projects delegated to Panel for implementation or further investigation further. <ul style="list-style-type: none"> • Review of FX hedging programme – start 2Q15 • Liability hedging – preliminary work to start in late 2014/2015 	Ongoing
Monitoring of employer covenants	Annual monitoring of changes in employers financial position	On-going
Set up actuarial modelling online tool	Set up web based tool following once new actuarial contract in place	From 2Q15
Review AVC arrangements	Review choice of investment funds offered for members	3Q15
Review AAF 01/06 & SAS70 reports	Annual review of external providers internal control reports	Annually 3 rd quarter
Investment Forum	To discuss funding and investment strategies and issues	Next due 4Q15
Ill health insurance options	Investigate options for insuring ill-health pension costs for smaller employers – start once new actuarial contract in place	Commence 2Q15
Establish Pensions Board	Agree structure (Resources Director) Appointment process Training plan	March 2015 March - June From April 2015
DMS	Create structure for document management system ready for using Council solution or alternative provider	Commence June 2015 (dependent on corporate solution)
Develop online form	Develop online form for employers to send	Project commenced;

for receipt of contributions	contribution information (LGPS50 form). Roll out during year with aim of only accepting online forms from 1/4/15.	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 nd quarter
2015 Interim Valuation	As at 31 March 2015; preparatory work 2Q15	Commence 2Q15