

Appendix 1

INVESTMENTS TEAM WORKPLAN TO 31 MARCH 2014

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	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 arising from review delegated to Panel for implementation or further investigation further.	Commence 2Q13
Annual Responsible Investing Report	Report of voting activity	June 2013
Appointment of Independent Member	Manage the appointment process as required	2Q2013
Triennial valuation	Arrange workshop to discuss assumptions, Funding Strategy Statement (FSS) and potential outcome Approve FSS Disseminate results to employers	June/July 2013 September 2013 4Q13
Review AAF 01/06 & SAS70 reports	Annual review of external providers internal control reports	September 2013
Employer Document Management System	Have system in place ahead of actuarial valuation results (by September 2013)	No report
Investment Forum	To discuss actuarial valuation outcome and changes to investment strategy	Next due 4Q13
Budget and Service Plan 2014/17	Preparation of budget and service plan for 2014/17	March 2014
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