

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	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. <ul style="list-style-type: none"> • Emerging markets tender – New mandate funded in January 2014 • Infrastructure – tender to be issued in March • Review of hedge funds – start 2Q14 • Liability hedging – preliminary work to start in 2014 	On track
Triennial valuation	Finalise valuation report with Actuary	1Q14
Re-tender actuarial and investment advisory contracts	Separate contracts; both will be re-tendered under the SW LGPS funds advisory framework	Commence 2Q14
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	2/3Q14
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 4Q14
Ill health insurance options	Investigate options for insuring ill-health pension costs for smaller employers	Commence 3Q14
Employer Database	Create structure for document management system ready for using Council solution or Altair	Commence March 2014

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.	Commence March; 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