

Appendix 1

INVESTMENTS TEAM WORKPLAN TO DECEMBER 2015

Project	Proposed Action	Committee Report
Member Training	<p>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</p> <p>Set out training programme for new members post May 2015</p>	On-going
Review manager performance	<p>Officers to formally meet managers as part of monitoring process</p> <p>See IP workplan for Panel meetings</p>	Ongoing
Investment strategy & projects	<p>Projects delegated to Panel for implementation or further investigation further.</p> <ul style="list-style-type: none"> • Review of hedge funds – ongoing • Review of FX hedging programme – start 2Q15 • Liability hedging – preliminary work to start in late 2014/2015 	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	1Q15
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 – delay until after actuary contract tendered	Commence 2Q15
Establish Pensions Board	<p>Agree structure (Council)</p> <p>Appointment process</p> <p>Training plan</p>	<p>November 2014</p> <p>December – March</p> <p>From April 2015</p>
Employer Database	Create structure for document management system ready for using Council solution or Altair	Commence March 2015 (dependent on

		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 nd quarter
2015 Interim Valuation	As at 31 March 2015; preparatory work 2Q15	Commence 2Q15