

## Appendix 2 – LPB Work Plan

AGENDA ITEM	19/07/18	08/11/18	07/03/19	13/06/19	12/09/19
<b>Board Governance</b>					
Terms of Reference review		X			
Code of Conduct/ Conflicts of Interest policy				X	
Work Plan (to be dynamically updated)	X	X	X	X	X
Annual budget setting and monitoring			X		
Training Plan (to be updated as required)	X	X	X	X	X
Annual Report to PC and Council approval	X			X	
<b>Scheme and Fund Governance</b>					
Legal, policy, regulatory developments	X	X	X	X	X
Training – APF financial delegations (Council, PC, IP, BOB, and APF officers)		X			
Minutes PC, IP, BOB	X	X	X	X	X
Annual Service Plan			X		
Training – APF internal & external SLA's financial controls			X		
External advisor appointments review process/controls				X	
Risk Register review	X	X	X	X	X
TPR Code 14 Compliance updates			X		
Governance (& FRC) Compliance statement	X			X	
Internal Audit plan/reports on APF	X		X		X
External Audit Governance Report and Accounts		X		X	
Benchmarking against other BPP funds			X		X
<b>Funding/Investments</b>					
Statutory Funding Strategy Statement consultation/process/report			X		
2019 Triennial valuation process/controls/report					X
Statutory GAD S13 triennial funding report	X				
Statutory ISS annual update and associated RI policy			X		
BPP update (delivery/savings)	X	X	X	X	X
<b>Benefits Admin/Comms</b>					
Admin Strategy Statement review and employer charging policy		X			
Fund and employers compliance/TPR reporting	X	X	X	X	X
Employer admission agreement policies					X
Breaches policy/register/TPR reporting					X
GDPR compliance	X				
Record keeping, data security, business recovery			X		
ABS process annual review		X			X
GMP reconciliation (one off exercise)		X			
Discretions policies review					X
Admin performance benchmarking			X		
Comms policy statement and website review				X	
Complaints policy, IDPRs, PO cases review					X