

Appendix 2 – LPB Work Plan

AGENDA ITEM	08/11/18	07/03/19	13/06/19	TBC Q3/1920	TBC Q4/1920
Board Governance					
Terms of Reference (Governance) 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	X		
Training Plan (to be updated as required)	X	X	X	X	X
Annual Report to PC and Council approval			X	X	
Scheme and Fund Governance					
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	
Internal Audit plan/reports on APF			X		X
External Audit Governance Report and Accounts	X			X	
Benchmarking against other BPP funds			X		X
Funding/Investments					
Statutory Funding Strategy Statement consultation/process/report			X		
2019 Triennial valuation process/controls/report					X
Statutory GAD S13 triennial funding report					
Statutory ISS annual update and associated RI policy			X		
BPP update (delivery/savings)	X	X	X	X	X
Benefits Admin/Comms					
Admin Strategy Statement review and employer charging policy	X		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					
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, IDRs, PO cases review					X