

Appendix 2 – LPB Work Plan

AGENDA ITEM	13/06/19	28/11/19	20/02/20	TBC June 20	TBC Sept 20
Board Governance					
Terms of Reference (Governance) review					
Code of Conduct/ Conflicts of Interest policy					
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
Scheme and Fund Governance					
Legal, policy, regulatory developments	X	X	X	X	X
Training – APF financial delegations (Council, PC, IP, BOB, and APF officers)					
Minutes PC, IP, BOB	X	X	X	X	X
Annual Service Plan	X			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			X	
Governance (& FRC) Compliance statement			X		
Internal Audit plan/reports on APF	X			X	
External Audit Governance Report and Accounts					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				
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	X	
ABS process annual review					X
GMP reconciliation (one off exercise)					
Discretions policies review					X
Admin performance benchmarking			X		
Comms policy statement and website review				X	
Complaints policy, IDRs, PO cases review					X