

**London Borough of Bromley
Local Government Pension Scheme**

Local Pension Board Annual Work-Plan

| Task | Method | Frequency |
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| 1. Review monthly Pensions Administration Reports and Key Performance Indicators (KPI's). These are produced by our third party administrator and will be circulated on a monthly basis to all Board Members. | By consideration of the Pensions Administration Reports sent by email to Board members. | Monthly |
| 2. Review the compliance of scheme employers (i.e. LBB, Schools, Academies & Admission Bodies) with their duties under the Regulations and relevant legislation. | By consideration of Pensions Administration Reports sent by email to Board members, together with attendance at General Purposes and Licensing Committee meetings where appropriate. | As and when required. |
| 3. Assist in the development and review of scheme documentation as is required by the Regulations. | By consideration of draft documentation as and when it is produced or reviewed, together with attendance at and/or participation in Pensions Investment Sub-Committee meetings and General Purposes and Licensing Committees where appropriate. | As and when required. |
| 4. Consider Fund Investment reports to ensure compliance with the published Statement of Investment Principles and relevant legislation. | By consideration of the Fund Investment reports sent to Board members, together with attendance at and/or participation in Pensions Committee meetings. | In line with meetings of the Pension Committee. |
| 5. Assist with the development and review of scheme member communications, as required by the Regulations and relevant legislation. | By consideration of draft documentation produced by the Head of the Pensions Shared Service and/or Liberata UK Ltd, as and when produced or reviewed, at which time Board members will be invited to provide comments and recommend amendments. | As and when required. |

| Task | Method | Frequency |
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| 6. Review the outcome of both internal and external audit reports for any issues of non-compliance. | By consideration of internal and external Audit reports together with the Annual Audit Letter. | Annually |
| 7. Review of the Pension Fund Annual Accounts and Statutory Accounts. | Consideration of documents issued directly to Board members. | Annually |
| 8. Monitor complaints relating to the Administration and Governance of the Scheme. | By consideration of the Pensions Administration Reports sent by email to Board members. Together with individual cases brought to the attention of the Board. | Monthly |
| 9. Review the training requirements of Board members. | Self-assessment against the standards expected of Board members. | Ongoing |
| 10. Any other activities within the stated purpose (i.e. assisting the Administering Authority) to secure compliance with the Regulations and other associated legislation. | By whatever means is appropriate to the task | As and when required. |