

**Preparation of an annual Work Plan
Report of the Strategic Finance Director**

Introduction

The Board's Terms of Reference document includes details on its role and remit and also refers to the preparation of an annual work plan.

Report

The Board may want to include some of the following in their work plan and then prioritise the areas identified and focus on one or two of these key areas at their next meeting.

Possible areas for consideration include:

- Considering the fund's management, administrative and governance processes to ensure compliance with the Regulator's Code of Practice
- Considering compliance of decisions taken by the fund's delegated decision makers with regulations and the funds own policies
- Ensuring that the fund's policies setting out how it will exercise its discretions under the LGPS are up to date and compliant.
- Considering the funds own policies on, for example, communications, governance, administration for compliance with regulations.
- Any other matters as requested by the administering authority.

Recommendation

The Board are asked to identify and prioritise items for their annual work plan.

Contact Officer

Graham Burrow (01452 328944)