

## PENSION COMMITTEE WORK PROGRAMME 2023/24

| Timescale              | Funding  | Investment  | Governance   | Administration & Communication  | Training Items #   |
|------------------------|--|---|--|---|--|
| Standing items         |  | <ul style="list-style-type: none"> <li>Investment Monitoring (inc. CAS update)</li> <li>LCIV/Pooling Update</li> </ul>  | <ul style="list-style-type: none"> <li>Work programme</li> </ul>   | <ul style="list-style-type: none"> <li>Administration Update</li> </ul>                                 |  |
| 2024/25                |  |   |  |   |  |
| Q1 2024/25 (June)      | <ul style="list-style-type: none"> <li>Funding Update 2023/24 (Part of Investment Monitoring)</li> </ul> | <ul style="list-style-type: none"> <li>Investment Manager Review (Artemis &amp; Lindsell Train)</li> <li>Broad Private Markets Review</li> <li>LCIV &amp; M&amp;G: delegated authority</li> </ul> | <ul style="list-style-type: none"> <li>City Fund and Pension Fund Accounts update 2023/24</li> </ul>   | <ul style="list-style-type: none"> <li>Admitted Body status: delegated authority</li> </ul>             |  |
| Q2 2024/25 (September) | <ul style="list-style-type: none"> <li>Cashflow forecast</li> </ul>                                      | <ul style="list-style-type: none"> <li>Responsible Investment Policy Review*</li> </ul>   | <ul style="list-style-type: none"> <li>tPR General Code</li> <li>Policies review</li> <li>Risk Register</li> <li>Pension Fund Annual Report 2023/24</li> </ul> | <ul style="list-style-type: none"> <li>Updates to member communication letters (if required)</li> </ul> | <ul style="list-style-type: none"> <li>Responsible investment/climate action (in house)</li> </ul> |
| Q3 2024/25 (December)  |  |   | <ul style="list-style-type: none"> <li>PRI Update</li> <li>Section 13 Update (TBC)</li> </ul>  |   | <ul style="list-style-type: none"> <li>Pooling (LCIV)</li> </ul>                                   |
| Q4 2024/25 (tbc)       | <ul style="list-style-type: none"> <li>Cashflow forecast</li> </ul>                                      |   | <ul style="list-style-type: none"> <li>Risk Register</li> <li>Investment Consultant Strategic Objectives</li> </ul>  | <ul style="list-style-type: none"> <li>Updates to member communication letters (if required)</li> </ul> |  |

# In addition to training provided either in house or by third party organisations, all Members will be expected to register for tPR online training and complete the modules in respect of **public sector pension schemes** within 12 months of joining the Committee. Members are also required to complete the Barnett Waddingham 'Enlighten!' online training within 12 months.

\*Responsible investment activities are undertaken in conjunction with Investment Committee.

### Notes

Pensions Administration Strategy to be reviewed every 2 years. Next review: February 2025.

Future Triennial Review to be taken at same time as Investment Strategy review (2025).

Cashflow forecast and Risk Register are reviewed every 6 months.