

London Borough of Lewisham Pension Fund
List of Policies and Report requirements

The notes marked with * are mandatory documents that the Pension Investment Committee must approve.

AON ref. No.	Details	Policies/Reports etc.	Produced by	Approved required by:	Timetable	Review every
	Acceptance of the triennial valuation report produced by the Fund Actuary	Triennial Valuation Report	Actuaries	Officers	January 2023	3 years
	The key parties involved in the funding process and their responsibilities are set out in the funding strategy statement.	Funding Strategy Statement*	Pension Advisors	PIC	March 2023	3 years
	The LGPS introduced a requirement that authorities administering pension funds prepare, maintain and publish a statement of the principles governing their decisions on the investment of the pension fund assets.	Statement of Investment Principles*	Officers	PIC	March 2023	3 years
	Must take proper advice; set out clearly the balance between different types of investments; identify the risks associated with their overall investment strategy; periodically review their policy	Investment Strategy Statement*	Officers	PIC	March 2023	3 years
	The communications policy outlines the objectives of providing clear and comprehensive information to members and employers, and how it currently meet those objectives.	Communications Strategy*	Officers	PIC	November 2022	3 years
	The objective of the strategy is to clearly define the roles and responsibilities of the Pension Fund and scheme employers under LGPS regulations and related legislation.	Pension Administration Strategy*	Officers	PIC	November 2022	3 years
	A Business Plan explains how the Pension Fund intends to develop and improve its services over the next three years. I	Annual Business Plan*	Officers	PIC	March 2023	1 years
K14	A Local Pension Board should consider (with its Administering Authority) the need to publish an annual report of its activities.	Annual Report and Accounts (by 1 December)*	Pension advisors and Officers	PIC	November 2022	1 Year
K15	publish its governance compliance statement to include details of the terms, structure and operational procedures relating to its Local Pension Board.	Governance compliance statement*	Officers	PIC	November 2022	1 years
	Review the appointment of Additional Voluntary Contribution providers.		Officers	Officers	June 2023	5 years
	Review the appointment of investment managers, consultants and the custodian.		Officers	Officers	June 2023	5 years
C1	Does the Fund have a conflict of interest policy and procedure, which include identifying, monitoring and managing potential conflicts of interest?	Conflict of Interest Policy	Officers	Officers	June 2022	3 years
C6	Does the Fund have a conflicts register and it is circulated for ongoing review and published?	Conflict Register	Officers	Officers	September 2022	Quarterly
D1	Does the Administering Authority publish information about the pension board?		Officers	Officers	September 2022	Publish on Website (annual check)
D2	Does the Administering Authority publish other useful related information about the pension board? (Add additional information from Code of Practice paragraph 96 about the Pension Board and Pension Committee members onto the		Officers	Officers	September 2022	Publish on Website (annual check)
E1	Is there an agreed process for identifying and recording scheme risks?	Risk Register	Officers	Officers	September 2022	Quarterly
E2	Does the Fund have an adequate process to evaluate risks and establish internal controls?	Risk Management Policy	Officers	Officers	September 2022	3 years
E6	Is there a standing item on the Pension Board agenda to review scheme risks?		Officers	Officers	September 2022	Quarterly

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E7	Does the Administering Authority have adequate systems, arrangements and procedures (internal controls) in place for the administration and management of the Fund and are they documented ?	Internal controls - see other tab for more internal controls	Officers	Officers	September 2022	1 Year
F2	Does the Fund have the appropriate processes in place so employers can provide timely and accurate information?	Communications Policy	Officers	Officers	June 2022	3 years
G8	Is there a satisfactory process in place to assess the materiality of any payment failures and ensure that those which are material are reported to the Regulator within a reasonable period?	Process to assess the materiality of payment failures	Officers	Officers	September 2022	3 years
I1	Information for members to show the procedure and process to apply for a dispute to be resolved including: - to highlight or consider whether a dispute is exempt and who it applies to - who the specified person (stage 1) is - the timescales for making applications - who to contact with a dispute - the information that an applicant must include - the process by which decisions are reached	Internal Disputes Resolution Policy.	Officers	Officers	September 2022	3 years
J1	A Breaches Policy should be in place, and appropriate breaches training provided.	Breach of Law Policy	Officers	Officers	November 2022	3 years
J3 & K13	Are breaches being recorded in accordance with the agreed procedures? A Local Pension Board should put in place arrangements to meet the duty of its members to report breaches of law.	Breaches log	Officers	Officers	September 2022	3 years
K3	Once established a Local Pension Board should adopt a knowledge and understanding policy and framework (possibly in conjunction with the Pensions Committee if appropriate).	Knowledge and Understanding Policy	Officers	Officers	June 2022	3 years
K6	A Local Pension Board should prepare (and keep updated) a list of the core documents recording policy about the administration of the Fund and make the list and documents (as well as the rules of the LGPS) accessible to its members.	List of Policies and documents	Officers	Officers	September 2022	1 Year
K7	Members of a Local Pension Board should undertake a personal training needs analysis and put in place a personalised training plan.	Personal training plan/log	Officers	Officers	June 2022	Quarterly
K8	An Administering Authority should prepare a code of conduct and a conflicts policy for its Local Pension Board for approval in accordance with the Administering Authority's constitution and at the first meeting of the Local Pension Board. The Local Pension Board should keep these under regular review.	Code of Conflict Policy	Officers	Officers	June 2022	3 years
K9	Training should be arranged for officers and members of a Local Pension Board on conduct and conflicts.	Training	Officers	Officers		2 Years
K10	A Local Pension Board should establish and maintain a register of interests for its members.	Register of interests	Officers	Officers	June 2022	1 Year