

APPENDIX**Lewisham Pension Board - Work Programme**

	OPERATIONAL	Officer leading	Qtr 3 - Sept 2022	Qtr 4 Dec 2022	Qtr 1 - Mar 2023	Qtr 2 June 2023
1	Draft Pension Fund Statement of Accounts	KN	X			
2	Pension Fund Annual Report (must be published by 1 December): Includes: <ul style="list-style-type: none"> Administration update (including KPI monitoring) Final Statement of Accounts Pension Board Annual Report Governance Compliance Statement 	KN		X		
3	Pension Fund Internal Audit Report	SA				X
4	Monitoring of Investment Performance: <i>see Hymans Robertson Performance Reports reported to PIC</i>	KN	X	X	X	X
5	Triennial and Interim Actuarial Valuations	SA		X		
6	Progress Reports on the Arrangements for Pooling	KN		X		X
7	Risk Management Policy	Both	X			
8	Risk Register	Both	X			
9	Data improvement plan required	SA		X		

	OPERATIONAL	Officer leading	Qtr 3 - Sept 2022	Qtr 4 Dec 2022	Qtr 1 - Mar 2023	Qtr 2 June 2023
10	Processes in place to establish internal controls – (List of procedures and what is missing by September) i.e. arrangements and systems procedures to be followed in the administration and management of the scheme	SA	X			
11	Process to assess the materiality of any payment failures and ensure that those which are material are reported to the Regulator within a reasonable period	SA		X		
12	Internal Disputes Resolution Policy: 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?	SA	X			

	STRATEGIC Policies, where available, can be found at the following site: https://www.lewishampensions.org/resources/	Officer leading	Qtr 3 Sept 2022	Qtr 4 Dec 2022	Qtr 1 Mar 2023	Qtr 2 Jun 2023
13	Funding Strategy Statement: Oversight Must be updated at least every 3 years (in line with the triennial valuation)	SA		X		
14	Terms of Reference and Membership of the Board Should be reviewed at least annually, and then published on the website	SA		X		
15	Administration Strategy <i>(To be created)</i>	SA	X	X		
16	Governance Compliance Statement <i>(To be created)</i>	Both	X			