

AFPS Forward Plan 2016/17

<p>Pension Board - 5 Jul 16</p>	<ul style="list-style-type: none"> • Quarterly Administrative Key Performance Indicators Report • Matters for Scheme Advisory Board • Setting and reviewing Member's training programme • Scheme Annual Report completion • Update on pensions reform/tPr activity including Governance Compliance of Scheme against practical guidance of tPr Code of Practice (13) • Scheme Accounts update and presentation • Audit & Risk committee update incl DIA annual audit • Communication committee ToR and workplan
<p>Pension Board – 20 Sep 16</p>	<ul style="list-style-type: none"> • Quarterly Administrative Key Performance Indicators Report* • Matters for Scheme Advisory Board* • Valuation update - early indicators and planning • Board knowledge and understanding – annual assessment preparation • Communication committee ToR's sign off* • Review of compliance with the Pensions Regulator Code of Practice and PSPA13* • Data strategy review of progress and against tPr tests (39) • Training for Board members via visit to DBS in Glasgow
<p>Pension Board – January 2017</p>	<ul style="list-style-type: none"> • Quarterly Administrative Key Performance Indicators Report* • Matters for Scheme Advisory Board • Preliminary Actuarial Valuation themes • Communications committee update • Formal self-assessment against tPr Code of Practice* • Quality review of breaches, complaints, Pensions Ombudsman cases and IDR procedures/activities* (48) • Audit & Risk Committee update • Document/establish Scheme documents repository and link to tPr record keeping requirements*
<p>Pension Board - 20 or 27 April 2017</p>	<ul style="list-style-type: none"> • Quarterly Administrative Key Performance Indicators Report • Matters for Scheme Advisory Board • Actuarial Valuation Assumptions* • Disaster recovery/business continuity plan* • Scheme future work plan 2017/18* • CEM administration benchmarking • Communication committee update • Audit & Risk Committee update/revise risk register* • Training for Board members •
<p>Pension Board - 14, 27, or 28 Sept 2017</p>	<ul style="list-style-type: none"> • Quarterly Administrative Key Performance Indicators Report • Matters for Scheme Advisory Board • Actuarial Valuation Results* • Annual Report published* • Communication committee update • Audit & Risk Committee update

Pension Board – 14 Dec 2017	<ul style="list-style-type: none"> • Quarterly Administrative Key Performance Indicators Report • Matters for Scheme Advisory Board • Audit & Risk Committee update
Communications Sub-Group – Oct 2016 (tbc)	<ul style="list-style-type: none"> • Inaugural meeting of Communications Sub-Group • ToR's • Set priorities and activities
Communications sub-group – Feb 2017	<ul style="list-style-type: none"> • Second meeting • Workplan and priorities • Review of working relationship with DBS • Annual Benefit Statement review • Annual newsletter to members
Communications sub-group – Feb 2017	<ul style="list-style-type: none"> • Third meeting • Priorities and activities
Governance and Assurance Sub-Group – April 2017	<ul style="list-style-type: none"> • Inaugural meeting of Governance and Assurance Sub-Group • Draft ToR's • Risk review and assessment • Annual Accounts briefing • Key priorities and activities

AFPS Forward Plan for discussion – notes

- Indicative schedule of activity combining standing items such as DBS report, matters for SAB, committee reports and activities in view of a non-standard nature, e.g. CEM benchmarking.