

Isle of Wight Pension Fund Work items to September 2020

Board members are asked to note the key meetings and activities in the next quarter.

Month		Key meetings	progress
June	17	Pension Board virtual meeting	Complete
July	17 22 27	ACCESS virtual joint committee meeting Pension Fund Committee virtual meeting Audit Committee virtual meeting	Complete
August		<i>none</i>	
September	2 7 16 23 28	Pension Fund Committee meeting ACCESS Joint Committee meeting Annual Full Council meeting (deferred from May 2020) Pension Board meeting Audit Committee meeting	

Month	Key activities – in addition to administration routine activities	Progress
June	Finalise annual accounts External audit pension fund Pension fund annual report: <ul style="list-style-type: none"> • Pension Scheme Admin KPI's • <i>Governance Policy</i> • <i>Governance Compliance Statement</i> • <i>Knowledge & Skills Framework compliance statements</i> • <i>Risk Management</i> • <i>ACCESS annual report</i> • <i>Board annual report</i> National Knowledge Assessment outcome Consider LAPF investment awards submission Review progress on investment strategy work	Complete Complete Complete <i>Drafted</i> <i>In progress</i> <i>Not started</i> <i>Not started</i> <i>In progress</i> <i>Drafted</i> Received <i>Deferred</i> Complete
July	Prepare for ACCESS meetings: <ul style="list-style-type: none"> • section 151 officers • joint committee <i>Finalise pension fund annual report</i> <ul style="list-style-type: none"> • <i>Foreword</i> Finalise annual accounts for inclusion in council's accounts Prepare and publish Pension Committee agenda <ul style="list-style-type: none"> • <i>Annual report and accounts</i> • Investment strategy phase 2 • ACCESS governance update • <i>National Knowledge Assessment outcome</i> <i>Prepare for Audit Committee – finalise audit work, prepare accounts, etc</i> <i>Confirm new operating arrangements for board, including recruitment of additional members and independent chair</i>	Complete Complete <i>Deferred</i> Complete <i>Deferred</i> Complete Complete <i>Deferred</i> <i>Deferred</i> <i>Deferred</i>
August	Progress investment strategy work, including RI/ESG considerations Review status of governance action plan: <ul style="list-style-type: none"> • Policy reviews (breaches, conflicts, communications, IDRPs) • Risk register (including Cyber risk) 	

	<ul style="list-style-type: none"> • Knowledge and understanding • Administration system • Communication plan • Employer engagement <p>Prepare and publish Pension Committee agenda</p> <ul style="list-style-type: none"> • <i>Annual report and accounts</i> • <i>National Knowledge Assessment outcome</i> • Investment strategy • Governance action plan <p>Prepare ACCESS joint committee meeting 31st Deadline for issuing annual benefit statements</p>	
September	<p>Progress investment strategy work Consider migration of assets into ACCESS If not approved in July, update and finalise accounts etc for Audit committee TPR surveys/scheme returns Prepare and publish Board agenda</p> <ul style="list-style-type: none"> • TPR scheme return • TPR governance and administration survey • review of investment consultants against objectives • review of administration strategy • governance action plan • Knowledge and understanding • Risk register <p>Finalise Pension Saving Statements for 6 October deadline</p>	