

Business Plan Update

Month	Action Scheduled	By	Actual Activity
Jan 21	Fund Manager Meetings:		
	<ul style="list-style-type: none"> London CIV 	Officers	Meeting held with LCIV on 15 th
	External Audit	Officers	On-going
Feb 21	Pensions Committee Training: Equities	All	Training held on 25 th
Mar 21	Fund Manager Meetings:		
	<ul style="list-style-type: none"> Alternatives: Aberdeen Standard 	Officers	Meeting held with Aberdeen Standard on 23 rd
	<ul style="list-style-type: none"> Property: Schroders 	Officers	Meeting held with Schroders on 24 th
	<ul style="list-style-type: none"> Property: Blackrock 	Officers	Meeting held with Blackrock on 16 th
	Quarterly Pension Committee Meeting	All	Held on 17 th
	Bi-annual Pension Board	Officers	Held on 17 th
	Closure of Accounts	Officers	On-going
	Pension Internal Audit	Officers	On-going
Apr 21	Submission of Data for Employers Accounting report	Officers	Report produced by Barnett Waddingham in May
	Fund Manager Meetings:		
	<ul style="list-style-type: none"> Property: Schroders 	Officers	Meeting held with Schroders on 1 st
	<ul style="list-style-type: none"> Infrastructure: Hermes 	Officers	Meeting held with Hermes on 26 th
May 21	<ul style="list-style-type: none"> Fund Manager Meetings: 		
	<ul style="list-style-type: none"> Property: Schroders 	Officers	Meeting held with Schroders on 5 th
	Credit: BNY Mellon	Officers	Meeting held with BNY Mellon on 26 th
Jun 21	Quarterly Pension Committee Meeting	All	Held on 16 th June 2021
	Fund Manager Meetings:		
	<ul style="list-style-type: none"> Infrastructure: Hermes 	Officers	Meeting held with Hermes on 8 th
	<ul style="list-style-type: none"> Equities: Kempen 	Officers	Meeting held with Kempen on 17 th
Jul 21	LCIV Business Update	All	Held on 16 th
	Fund Manager Meetings:		
	<ul style="list-style-type: none"> Contract Review: Heywood 	Officers	Meeting held with Heywood on Administration Systems and Costs on 27 th

Sep 21	Quarterly Pension Committee Meeting	All	Held on 15 th
	Fund Manager Meetings:		
	• LCIV	Officers	Meeting held with LCIV on 17 th
	• Insight (Mellon Corp)	Officers	Meeting held with Insight on 20 th
	• Hymans	Officers	Meeting held with Hymans on 21 st
Oct 21	Fund Manager Meetings:		
	• Insight (Mellon Corp)	Officers	Meeting held with Insight on 5 th

Key Fund Activities 2021 to 2024

Activity	2021	2022	2023
Administration			
Pension Administration Software Tender	January to March		
Pension Internal Audit	March		March
Data Cleanse	February / March	February / March	February / March
Valuation – collection of data		April to July	
Triennial Valuation		Apr to July	January - March
Valuation Results to Employers		Nov - December	
Submission of Data for Employers	April to July	April to July	April to July
Administration Performance Review	Quarterly	Quarterly	Quarterly
Business Plan Review		March	March
Annual Benefit Statements	May to August	May to August	May to August
Refresh pensions website	August	August	August
I-Connect implementation	March		
Investments and Accounting			
Investment Strategy Review			July to December
Investment Performance Review	September	September	September
Review of Strategy (Annual)	December	December	December
Employer Accounting Reports	July, Aug & March	July, Aug & March	July, Aug & March
Governance			
Annual Report and Accounts	Apr to June	Apr to June	Apr to June
Pension Board Meeting	Biannual	Biannual	Biannual
Review Risk Register	August	August	August
Review AVC Provider		March	
Independent Adviser contract	March	March	March
Fund Manager Meetings			
Equities	January / July	January / July	January / July
Fixed Income	February / August	February / August	February / August
Property	Mar / September	Mar / September	Mar / September
Diversified Growth	April / October	April / October	April / October
Infrastructure	May / November	May / November	May / November
Diversified Alternatives	June / December	June / December	June / December