|  |  |
| --- | --- |
|  | Welcome and introductions |
|  | Apologies |
|  | Conflict of interest |
|  | Minutes from previous meeting – Review of Actions / Incident log |
|  | Reports (suggested topics)1. Client report from administrator
2. Scheme manager report
3. HR report
4. Finance report
5. Annual report
6. Internal audit report
7. Other topics
 |
|  | Governance 1. Scheme Advisory Board
2. The Pension Regulator
 |
|  | Review of breachesHas the breach assessment template been completed <https://www.fpsboard.org/images/LPB/Resources/Breachassessment210119.docx> ?What was the nature of the breach/es?What was the potential impact / consequence of the breach?Frequency of this type of breachWhat action is being taken to mitigate the breach reoccurring? |
|  | Review of risk registerHow have the risks been measured?What is the direction of travel of the risks?What action plan is in place?Is the action plan working? |
|  | Actions arising from FPS bulletinsAreas of concern and possible impactAre the actions deliverable in the specified time frames?Who is responsible for this action – FRA / Administrator?What future pressures may arise. |
|  | Updates (suggested topics)1. Sargeant/McCloud
2. Matthews
3. Pensions Dashboards
 |
|  | Training & development Has the training analysis and training log been completed?What training has been received and was it effective? What further training/guidance is required?What training sources are available?What are shortfalls in knowledge and training needs?  |
|  | **Future meeting dates and venues**  |
|  | **AOB** |