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|  | Welcome and introductions |
|  | Apologies |
|  | Conflict of interest |
|  | Minutes from previous meeting – Review of Actions / Incident log |
|  | Reports (suggested topics to be included within the report)   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. Policy reviews |
|  | Review of breaches  Has 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 breach  What action is being taken to mitigate the breach reoccurring? |
|  | Review of risk register  How 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 bulletins  Areas of concern and possible impact  Are 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. Scheme changes 2. Sargeant/McCloud 3. Matthews 4. Other FRA’s / LPB (best practice /information sharing/ general) 5. Pensions Dashboards 6. TPR reviews 7. Actuarial valuation |
|  | Training & development  <https://www.fpsboard.org/index.php/local-pension-boards/training>  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?  Succession planning – what are the training & development requirements for the Board members or the team that support the Board? |
|  | **Future meeting dates and venues** |
|  | **AOB** |