

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**  
**Pension Board**  
**Work Programme 2023-2024**

Date of Meeting	Item	Responsible Officer	Completed
<b>2023</b>			
04 July 2023	Minutes of the last Pension Board	Democratic Services Officer	
	Pension Board - Terms of Reference	Democratic Services Officer	
	Annual Report of the Pension Board 2022-2023	Chair, Pensions Board	
	Risk Register	Julie Felton	
	Business as Usual Performance Report	Payroll Manager	
	Board Training Plan	Deputy Clerk	
	Action Plan	Deputy Clerk	
	KPIs	Payroll Manager	
	Reporting Breaches Procedure	Deputy Clerk	
	Business Continuity Plan (Draft)	Payroll Manager	
	Systems/Processes update	Payroll Manager	
External communications	Deputy Clerk		

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	Update on Topical, Legal and Regulatory Issues	Kal Shoker	
	Pension Board Work Programme 2023-2024	Democratic Services Officer	
	Dates of next Pension Board Meetings	Democratic Services Officer	
07 September 2023 - tbc	Annual Report of the Pension Board 2021-2022 – Final	Chair, Pensions Board	
	Risk Register Update	Julie Felton	
	New System/Automation of Process	Payroll Manager	
	Business as Usual Performance Reports/Improvements	Payroll Manager	
	Action Plan	Deputy Clerk	
	Board Training Plan (final)	Deputy Clerk	
	Business Continuity Plan	Payroll Manager	
	External Communications Update	Deputy Clerk	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker	
	Minutes of the last Pension Board	Democratic Services Officer	
	Pension Board Work Programme 2023-2024	Democratic Services Officer	
02 November 2023 – tbc	Risk Register Update	Julie Felton	

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	Annual LGA Training – TBC	Democratic Services Officer	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker	
	New System/Automation of Process	Payroll Manager	
	Business as Usual Performance Reports/Improvements	Payroll Manager	
	Minutes of Pension Board – 10 June 2022	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	
<b>2024</b>			
11 January 2024 - tbc	Risk Register Update	Julie Felton	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker	
	New System/Automation of Process	Payroll Manager	
	Business as Usual Performance Reports/Improvements	Payroll Manager	
	Action Plan	Deputy Clerk	
	Minutes of the last Pension Board	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	

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7 March 2024	Risk Register Update	Julie Felton	
	Update on Topical, Legal and Regulatory Issues	Payroll Manager	
	Business as Usual Performance Reports/Improvements	Payroll Manager	
	Action Plan	Deputy Clerk	
	Minutes of the last Pension Board	Democratic Services Officer	
	Pension Board Work Programme 2022-2023	Democratic Services Officer	
	<i>Pension Board Annual LGA Training Session</i>	LGA/Deputy Clerk	
02 May 2024 – tbc	Annual Report of the Pension Board 2023-2024 – Draft	Chair, Pensions Board	
	Risk Register Update	Julie Felton	
	Update on Topical, Legal and Regulatory Issues	Kal Shoker	
	New System/Automation of Process	Payroll Manager	
	Business as Usual Performance Reports/Improvements	Payroll Manager	
	Action Plan	Deputy Clerk	
	Review of the Pension Board Terms of Reference	Democratic Services Officer	
	Minutes of the last Pension Board	Democratic Services Officer	

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	Pension Board Work Programme 2023-2024	Democratic Services Officer	
4 July 2024 – tbc	Risk Register Update	Julie Felton	
	Annual Report of the Pension Board 2023-2024	Chair, Pensions Board	
	Business as Usual Performance Reports/ Improvements	Payroll Manager	
	New System/Automation of Process	Payroll Manager	
	Action Plan	Deputy Clerk	
	Pension Board Work Programme 2023-2024	Democratic Services Officer	
	Pension Board Terms of Reference	Democratic Services Officer	
	Minutes of the last Pension Board	Democratic Services Officer	