

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**  
**Pension Board**  
**Work Programme 2022-2023**

| Date of Meeting | Item  | Responsible Officer              | Completed |
|-----------------|---|----------------------------------|-----------|
| <b>2022</b>     |   |                                  |           |
| 28 March 2022   | Minutes of Pension Board – 10 December 2021                               | Democratic Services Officer      |           |
|                 | Chairs Introductions  | Chair, Pensions Board            |           |
|                 | Pension Board - Terms of Reference  | Democratic Services Officer      |           |
|                 | Verbal Update on the Annual Report of the Pension Board 2021-2022 – Draft | Chair, Pensions Board            |           |
|                 | Risk Register Update (Annual Review)                                      | Julie Felton                     |           |
|                 | Recruitment – Verbal Update   | Paul Gwynn                       |           |
|                 | Business as Usual Performance Reports/Improvements                        | Chair, Pensions Board/Paul Gwynn |           |
|                 | Pension Board Work Programme 2022-2023                                    | Democratic Services Officer      |           |
|                 | Date of next Pension Board Meeting  | Democratic Services Officer      |           |
| June 2022 – TBC | Chairs Introductions  | Chair, Pensions Board            |           |
|                 | Annual Benefit Statements Update  | Paul Gwynn                       |           |

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|-------------------|--|----------------------------------|--|
|                   | Annual Report of the Pension Board 2021-2022 – Final | Chair, Pensions Board            |  |
|                   | Risk Register Update (Red RAG rated items)           | Julie Felton                     |  |
|                   | Update on Topical, Legal and Regulatory Issues       | Kal Shoker/ PSS replacement      |  |
|                   | Recruitment Update                                   | PSS replacement                  |  |
|                   | New System/Automation of Process                     | Kal Shoker                       |  |
|                   | Business as Usual Performance Reports/Improvements   | Chair, Pensions Board/Paul Gwynn |  |
|                   | Technical Updates                                    | TBC                              |  |
|                   | Board Training Requirements                          | TBC                              |  |
|                   | Review of the Pension Board Terms of Reference       | Democratic Services Officer      |  |
|                   | Minutes of Pension Board – 28 March                  | Democratic Services Officer      |  |
| 20 September 2022 | Pension Board Work Programme 2022-2023               | Democratic Services Officer      |  |
|                   | Chairs Introductions                                 | Chair, Pensions Board            |  |
|                   | Annual Benefit Statements Update                     | Paul Gwynn                       |  |

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|                 | Review of the Pension Board Terms of Reference     | Democratic Services Officer                            |  |
|                 | Risk Register Update (6 Monthly Review)            | Julie Felton   |  |
|                 | Annual LGA Training?                               | PSS replacement  |  |
|                 | Update on Topical, Legal and Regulatory Issues     | Kal Shoker/ PSS replacement                            |  |
|                 | New System/Automation of Process                   | Kal Shoker   |  |
|                 | Business as Usual Performance Reports/Improvements | Chair, Pensions Board/Paul Gwynn                       |  |
|                 | Technical Updates                                  | TBC  |  |
|                 | Board Training Requirements                        | TBC  |  |
|                 | Minutes of Pension Board – TBC                     | Democratic Services Officer                            |  |
|                 | Pension Board Work Programme 2022-2023             | Democratic Services Officer                            |  |
| 8 December 2022 | Chairs Introductions                               | Chair, Pensions Board                                  |  |
|                 | Update on Topical, Legal and Regulatory Issues     | Kal Shoker/ PSS replacement                            |  |
|                 | Risk Register Update (Red RAG rated items)         | Julie Felton   |  |
|                 | Board Training Requirements                        | New PSS replacement with assistance from employee reps |  |
|                 | New System/Automation of Process                   | Kal Shoker   |  |

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|                  | Business as Usual Performance Reports/Improvements   | Chair, Pensions Board/Paul Gwynn |  |
|                  | Technical Updates                                    | TBC                              |  |
|                  | Board Training Requirements                          | TBC                              |  |
|                  | Minutes of Pension Board – 20 September              | Democratic Services Officer      |  |
|                  | Pension Board Work Programme 2022-2023               | Democratic Services Officer      |  |
| <b>2023</b>      |  |                                  |  |
| March 2023 – TBC | Chairs Introductions                                 | Chair, Pensions Board            |  |
|                  | Annual Report of the Pension Board 2022-2023 – Draft | Chair, Pensions Board            |  |
|                  | Risk Register Update (Annual Review)                 | Julie Felton                     |  |
|                  | Update on Topical, Legal and Regulatory Issues       | Kal Shoker/ PSS replacement      |  |
|                  | New System/Automation of Process                     | Kal Shoker                       |  |
|                  | Business as Usual Performance Reports/Improvements   | Chair, Pensions Board/Paul Gwynn |  |
|                  | Technical Updates                                    | TBC                              |  |
|                  | Board Training Requirements                          | TBC                              |  |

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|                 | Review of the Pension Board Terms of Reference       | Democratic Services Officer      |  |
|                 | Minutes of Pension Board – TBC                       | Democratic Services Officer      |  |
|                 | Pension Board Work Programme 2022-2023               | Democratic Services Officer      |  |
| June 2023 – TBC | Chairs Introductions                                 | Chair, Pensions Board            |  |
|                 | Annual Report of the Pension Board 2022-2023 – Final | Chair, Pensions Board            |  |
|                 | Risk Register Update (Red RAG rated items)           | Julie Felton                     |  |
|                 | Annual Benefit Statements                            | Paul Gwynn                       |  |
|                 | Update on Topical, Legal and Regulatory Issues       | Kal Shoker/ PSS replacement      |  |
|                 | New System/Automation of Process                     | Kal Shoker                       |  |
|                 | Business as Usual Performance Reports/Improvements   | Chair, Pensions Board/Paul Gwynn |  |
|                 | Technical Updates                                    | TBC                              |  |
|                 | Board Training Requirements                          | TBC                              |  |
|                 | Review of the Pension Board Terms of Reference       | Democratic Services Officer      |  |
|                 | Minutes of Pension Board – TBC                       | Democratic Services Officer      |  |
|                 | Pension Board Work Programme 2022-2023               | Democratic Services Officer      |  |

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