

**London Borough of Barnet  
Local Pension Board  
Work Programme  
2015/16**

Subject	Report Summary	Lead Officer	Contributing Officer(s)
Meeting Date (TBC)			
Approval and Formal Adoption of the Terms of Reference	Consideration and approval of the Terms of Reference (and Annexes).	Head of Governance	Legal Head of Finance Head of HR
Approval and Formal Adoption of the Other Board Constitutional Documents	<ol style="list-style-type: none"> <li>1. Conflicts of Interest Policy</li> <li>2. Knowledge and Understanding and Training Policy</li> <li>3. Data Protection and Information Security Policy</li> <li>4. Code of Conduct for Board Members</li> <li>5. Reporting Procedures</li> <li>6. Board Handbook</li> <li>7. Delegated Functions of the Chair</li> </ol>	Head of Governance	Legal Head of Finance Head of HR
Objectives and Work Plan for 2015/16	Consider the Board's objectives for the coming year and consider a work plan to deliver this.	Head of Governance	Legal Head of Finance Head of HR

<sup>1</sup> This is the policy setting out how the Board will deal with potential and actual conflicts of interest. This may also include a 'Register of conflicts' capturing what the identified conflicts are and recording decisions about how they should be managed.

<sup>2</sup> This is the knowledge and understanding policy document and will include a table of knowledge requirements. It will also include a personal needs analysis where Board Members can tick off their training needs and for these to be assessed. It may also include template personalised training plans and a record of the learning activities of individual members.

<sup>3</sup> Policies to deal with data protection, information security, acceptable use (and monitoring) and subject access requests.

<sup>4</sup> This would set out the code which the Board Members must abide by.

<sup>5</sup> This would set out how the Board are to report breaches of law etc and the escalation policy in relation to this.

<sup>6</sup> This could include copies of the Regulations, Code of Conduct, the Pension Regulator's Code of Practice, all appropriate policies etc.

<sup>7</sup> The document setting out the functions that the Chair decides to delegate, if any.

The Board should also have a fees and expenses policy and budget documentation.