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|  | 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 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. 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** |