Oxfordshire Pension Fund

General Code of Practice Action Plan 2024/25

Action	Start Date	End Date	Notes	Team
Evaluate compliance checkers on the market.	Mar 24	Apr 24	Evaluate and purchase the most suitable compliance checker. There are two on the market – Hymans and AON.	Gov & Comm Team
Research how other funds are tackling their implementation of the GCOP.	Mar 24	Apr 24	Online checks and speak to other funds to see how they are going to manage their implementation.	Gov & Comm Team
Purchase compliance checker	Apr 24	Apr 24	Purchase the most suitable compliance checker	Gov & Comm Team
Determine which of the 51 modules apply to the fund	Apr 24	Jul 24	Review all modules and check whether they apply to the fund. May require regulatory/legal advice.	Gov & Comm Team
Module Review 1	Apr 24	May 24	**TGB010 – Managing advisers and service providers (Contract monitoring)** **TGB033 – Assurance of governance and internal controls (audit)** **CAD014 – Audit requirements**	Gov & Comm Team Admin Team Investments Team
Module Review 2	Jun 24	Jul 24	**TGB014 – Recruiting to governing body** **TGB017 – Governing Body's working knowledge of pensions**	Gov & Comm Team Admin Team
Module Review 3	Aug 24	Sep 24	**TGB016 – Remuneration Policy (best practice)** **CAD001 – General principles for member communications** **CAD010 – Publishing information about public service pension schemes**	Gov & Comm Team Admin Team
Module Review 4	Oct 24	Nov 24	**ADM001 - Administration** **TGB022 – Continuity Planning (pending recruitment of new Pension Services Manager)**	Gov & Comm Team Admin Team

Module Review 5	Dec 24	Jan 25	**ADM002 – Financial transactions** **ADM007/8/11 – contribution monitoring** **CAD016 – Short service refunds**	Gov & Comm Team Admin Team Investments Team
Module Review 6	Feb 25	Mar 25	**ADM003 – Scheme records** **ADM006 – Data monitoring** **ADM015 – Maintenance of IT systems** **ADM016 – Cyber controls**	Gov & Comm Team Admin Team