

WILTSHIRE COUNCIL

WILTSHIRE PENSION FUND COMMITTEE

26 March 2020

Training Plan Update

Purpose of the Report

1. To outline to the Pension Fund Committee the arrangements in respect of the Fund's officer training plan for 2020-21.

Background

2. As outlined in the Director of Finance & Procurement's (s151 Officer) written statement within the Scheme Administration Report of the Fund's Annual Account Report & Accounts, all training strategies, including the officer training strategy will be subject to periodic review. In December 2019 the Committee approved the officer training policy to be implemented for the period April 2020 to March 2023.
3. Whilst there is no statutory obligation for officers to undertake training, it is recognised as good practice for officers charged with any financial decision-making on behalf of the pension fund to collectively possess the requisite knowledge and skills necessary to discharge their duties and make the decisions required.

Considerations for the Committee

4. During 2020-21 it is intended that officer training will follow a similar format to Committee and Board members in that each officer will be asked to complete a self-assessment survey following which an individual training plan will be agreed at their objective setting appraisal meeting. Each officer will be expected to manage their own training & development throughout the year, however they will be supported by their line manager, as required.
5. Qualification based training – The table below sets out the approximate number of directly related qualifications currently held by Wiltshire Pension Fund officers;

Qualification	Numbers of Staff
CIPP* (Certificate level)	5
CIPP* (Degree level)	3
Chartered Insurance Institute (CII)	1
Chartered Accountant (CIPFA)	1
Chartered Accountant (ACA)	1
Accounting Technician (ATT)	2
Chartered Alternative Investment Analyst (CAIA)	1
PRINCE2 Project Managers	2
Total	16

*Chartered Institute of Payroll Professionals (although note these are pension qualifications)

6. In addition to officers with qualifications, there are 2 officers currently studying for their CIPP certificate level qualification & 2 further officers progressing towards their CIPP degree level qualification. On completion of the certificate level study this will mean that with a current staffing level of 32 officers administering the Fund 56% of officers will have a formal relevant pensions qualification.
7. Where a formal qualification has been obtained, it is noted that in line with Council policy officers are expected to fund their own continued membership of the professional body in which they obtained their qualification & in turn continued professional development.
8. In support of any formal technical related qualifications officers will also undertake training & development consistent with the change management requirements of the Fund. Typically such training will be of a functional rather than a technical nature to support the new software employed by the Fund as well as changes in procedure.
9. As part of the Fund's 2020-21 budget setting exercise provision has been made within the budget to sponsor officer training in accordance with the arrangements outlined above.

Environmental Impact of the Proposal

10. Not applicable.

Financial Considerations & Risk Assessment

11. There are specific financial considerations associated with the paper as it is for information purposes only. An allowance for training costs forms part the budget setting process approved by Committee.

Legal Implications

12. There are no material legal implications from this report.

Safeguarding Considerations/Public Health Implications/Equalities Impact

13. There are no known implications at this time.

Proposals

14. The Committee is asked to note the officer training plan update for 2020-21.

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Unpublished documents relied upon in the production of this report: NONE