

WILTSHIRE COUNCIL

WILTSHIRE LOCAL PENSION BOARD

20 October 2016

Training Plans for the Local Pension Board

Purpose of the Report

1. The purpose of this report is to undertake an annual review of the Local Pension Boards (LPB) Training Plan.

Background

2. The Pension Regulator (tPR) Code of Practice no.14: 'Governance and administration of public service and pensions schemes' states every individual who is a member of a LPB must:
 - be conversant with:
 - i. the rules of the Local Government Pension Scheme (LGPS), in other words the Regulations and other regulations governing the LGPS (including the Transitional Regulations, earlier regulations and the Investment Regulations); and
 - ii. any document recording policy about the administration of the Fund which is for the time being adopted in relation to the Fund, and
 - have knowledge and understanding of:
 - i. the law relating to pensions; and
 - ii. such other matters as may be prescribed.
3. TPR have developed their own on-line toolkit for Board Members of public service schemes to develop their knowledge and understanding.
4. Following the meeting of the LPB in July and October 2015 it was agreed:

Action:	Outcome:	Progress:
All Members of the Board complete a self-assessment form to identify any areas which require further training and develop a LPB training programme	Completed	Green
All LPB Members complete the on-line tPR e-learning public service toolkit	3 members evidence completion.	Red
To recommend that LPB Members (depending on experience) attend the LGE 3 day Pensions Fundamental Course as an introduction to the LGPS	No take up to date	Yellow
LPB Members are updated of relevant conference that may be useful to attend	On-going – invitations circulated as appropriate	Green
To develop and keep up-dated a LPB Members' Handbook to complement all training undertaking and become a live document being a single reference source for Members	Drafted, to be reviewed for comments prior to full publications	Yellow
To continuously review training plans with an aspiration to have all Board members fully trained within 12 months	As per this report	Green

Action:	Outcome:	Progress:
To share training events with the Pension Fund where possible to support a positive working relationship and save resource	Investment Away day & Brunel Pension updates held jointly	
Training policies embrace flexible ways of learning	Range of different mediums available	
Head of Pensions take responsibility for ensuring the knowledge and understanding framework is developed and implemented	Training Plan implemented and monitored	
Board members pass details of any additional training/conference attended to Head of Pensions to include in the training logs	Members update as appropriate	

5. Events that have taken place over the past 18 months are shown below:

Local Pension Board - Members Training Log		
Date	Title	Event
Advisory	LGA Fundamentals Training	External 3 day course - optional
	Self-Assessment Questionnaire	Questionnaire
30/06/2015	Local Pension Board Induction Day	Local Pension Board Internal Presentation
13/07/2015	Investment Review Away Day	Pension Committee Event - optional
16/07/2015	Knowledge & Understanding Requirements for the role	Local Pension Board Internal Presentation
22/10/2015	Conflicts of Interest & Code of Conduct	Local Pension Board Internal Presentation
14/01/2016	The Pension Regulator Code of Practice & Record Keeping Regulations	Local Pension Board Internal Presentation
14/01/2016	Administering Authority Discretions	Local Pension Board Internal Presentation
07/04/2016	Induction Session	One to One with Head of Pensions
07/04/2016	Triennial Valuation 2016	Local Pension Board Internal Presentation
25/04/2016	LGPS Pensions Board Seminar	External event - optional
20/07/2016	Investment Pooling & the Brunel Pension Partnership	Local Pension Board Internal Presentation
By 31 July 2016	TPR On-line Toolkit	3/6 evidence provided
09/06/2016	Members Training Away Day	Pension Committee Event - optional
17/05/2016	P&LSA Local Government Conference	External 2 day conference - optional
10/08/2016	Investment Pooling Q&A sessions	External event - optional
06/09/2016	LGC Investment Conference	External 2 day conference - optional
14/10/2016	Brunel Pension Engagement day	Co-host Wiltshire Pension Fund - optional

Considerations for the Board

tPR On-line Public Service Toolkit

6. TPR have set up a toolkit for anyone involved in the governance and administration of the public service pension schemes, specifically aimed at pension board members. The tPR toolkit can be found at the following link <http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>
7. The target was for each Member of the Board was to have completed this within 12 months of appointment to be evidenced by sending the tPR development record certificate which can be downloaded on completion to the Head of Pensions. To date 3 out of 6 Members of the Board have evidenced.

Members Handbook

8. A draft Board Members handbook is attached (Appendix 1) to this report for comment. There will be a section at the back where the slides and appropriate links will be saved for all the training session that have been undertaken. This will be live document and updated as further training takes place to become a single reference source.

Delivery of Training Plan

9. The agreed Training Plan is also attached as Appendix 2. The method of training delivery will continue to be split into the following categories:
 - LPB short seminars at Board meetings
 - Members Handbook
 - Members Briefing Notes / Board Papers
 - Short Seminars (at Board Meetings)
 - Internal Training Sessions
 - External Conferences or Training Events
 - The Pension Regulator Public Sector Service Toolkit & other E-learning methods
 - One to One briefing with officers

Support

10. As a reminder, if any Member feels that a specific training need has not been met, or further training is needed then contact the Head of Pensions who can either arrange a 1:1 session or suggest further appropriate training. There are a range of networking events, newsletters and briefing notes that will be made available to Members as appropriate. Members should now all be on the Hymans Robertson circulation list.

Environmental Impact of the Proposal

11. Not applicable.

Financial Considerations & Risk Assessment

12. There are no significant financial implications from this report. The costs of providing training to the LPB has already been included in the budget projections elsewhere on this agenda.

13. The development and implementation of a training policy will ensure LPB Members have sufficient knowledge and understanding to carry out their duties effectively and meets the requirements outlined in tPR Code of Practice No 14.

Legal Implications

14. There are no material legal implications from this report. Implementation of the Training Plan and Framework ensures Board Members meet the statutory requirements outlined in the scheme regulations.

Safeguarding Considerations/Public Health Implications/Equalities Impact

15. There are no known implications at this time.

Reasons for Proposals

16. To ensure the LPB is able to meet the statutory requirements of ensuring all its Board Members have capacity to fulfil their obligations associated with their role.

Proposals

17. The Board is asked to note the progress of the implementation of the current Members Training Plans.

MICHAEL HUDSON
Treasurer to the Pension Fund

Report Author: David Anthony, Head of Pensions

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