

PENSIONS COMMITTEE TRAINING POLICY AND COMMITTEE TRAINING PLAN MAY 2015 TO APRIL 2016

Policy Objectives

The Fund's objectives relating to knowledge and skills are:

- The Pension Fund is managed and its services delivered by people who have the appropriate knowledge and expertise, and that the knowledge and expertise is maintained in a changing environment.
- Those persons responsible for governing the Fund have sufficient expertise to be able to evaluate and challenge the advice they receive, ensure their decisions are robust and well based, and manage conflicts of interest.
- The Pension Fund and its stakeholders are aware of and understand their roles and responsibilities under the LGPS regulations and in the delivery of the administration functions of the Scheme.

To assist in achieving these objectives, the Fund will aim for compliance with the CIPFA Knowledge and Skills Framework and Code of Practice, and take on board the guidance within the Pension Regulator's Code of Practice for public sector pension schemes.

Application of the Policy

The training policy will apply to all members of the Pensions Committee and Council officers that have involvement in managing the Pension Fund, at any level.

Review and maintenance

This training policy is expected to be appropriate for the long-term but to ensure good governance it will be formally reviewed at least annually by the Committee, to ensure it remains accurate and relevant.

The Fund's Training Plan will be updated each year, taking account of the result from any training needs evaluations and any emerging issues. The Committee will be updated with events and training opportunities as and when they become available, or relevant to on-going business.

CIPFA Knowledge and Skills Framework and Code of Practice

In January 2010, CIPFA launched technical guidance for Representatives on Pension Committees and non-executives in the public sector within a

knowledge and skills framework. The framework sets the skill set for those responsible for pension scheme financial management and decision making.

The Framework covers six areas of knowledge identified as the core requirements:

- Pensions legislative and governance context
- Pension Accounting and auditing standards
- Financial services procurement and relationship development
- Investment performance and risk management
- Financial markets and products knowledge
- Actuarial methods, standards and practice

CIPFA's Code of Practice recommends (amongst other things) that LGPS administering authorities:

- formally adopt the CIPFA Knowledge and Skills Framework (or an alternative training programme);
- ensure the appropriate policies and procedures are put in place to meet the requirements of the Framework (or an alternative training programme); and
- publicly report how these arrangements have been put into practice each year.

The Lincolnshire Pension Committee fully supports the CIPFA Code of Practice and adopts its principles.

Measurement, Assessment and Training Provision

In order to identify and meet training needs and assess whether we are meeting the CIPFA Framework requirements we will:

Members:

- Undertake, as a Committee, regular training as set out in the annual training plan.
- Highlight to officers any areas where further training would be desirable or required, following subjects covered in Committee meetings or following attendance at any external training events or conferences.
- Obtain a satisfactory collective level of knowledge and skills in relation to all modules of the CIPFA Framework. Support from officers and the Fund's Advisors will be available as and when required, but always in advance of any decision being taken.

- Report as appropriate in external documentation our compliance with knowledge and skills requirements e.g. progress in the Fund's Annual Report and Accounts, and Governance Statement compliance with the CIPFA Knowledge and Skills Framework and the Myners Principles.

Officers:

All Lincolnshire LGPS officers with responsibility for managing the LGPS will be expected to have a detailed understanding of the CIPFA Knowledge and Skills Framework requirements for LGPS Practitioners, taking account of the requirements of their roles. Any specific targets will be determined and updated as necessary from time to time in joint agreement by the Pensions & Treasury Manager and the County Finance Officer, in liaison with the Chairman of the Pensions Committee.

The Council's appraisal process will also identify any knowledge gaps and address training requirements.

Delivery of Training

Consideration will be given to various training resources available in delivering training to members of the Pensions Committee and officers.

Evaluation will be given to the mode and content of training in order to ensure it is both targeted to needs and on-going requirements and emerging events. It is to be delivered in a manner that balances both demands on members' time and costs. These may include but are not restricted to:

| Pension Committee Members | Officers |
|--|---|
| In-house delivered training | Desktop / work base training |
| Using an Online Knowledge Library or other e-training facilities | Using an Online Knowledge Library or other e-training facilities |
| Attending courses, seminars and external events | Attending courses, seminars and external events |
| Internally developed training days and Committee meetings | Training for qualifications from recognised professional bodies (e.g. CIPFA, IMC) |
| Shared training with other Schemes or Frameworks | Internally developed sessions |
| Regular updates from officers and/or advisers | Shared training with other Schemes or Frameworks |

External Events

All relevant external events will be emailed to members as and when they become available. Officers will maintain a log of all events attended for compliance with reporting and monitoring requirements.

After attendance at an external event, Committee Members will be asked to provide verbal feedback at the next Committee covering the following points:

- Their view on the value of the event and the merit, if any, of attendance;
- A summary of the key learning points gained from attending the event; and
- Recommendations of any subject matters at the event in relation to which training would be beneficial to all Committee Members.

Officers attending external events will also be expected to report to their direct line manager with feedback and to make recommendations of any subject matters at the event in relation to which training would be beneficial to other officers or the Committee.

Officers attending events will also be expected to provide knowledge sharing with the wider Pensions team.

PENSIONS COMMITTEE TRAINING PLAN MAY 2015 TO APRIL 2016

The six areas covered within the CIPFA Knowledge and Skills Framework (KSF) are:

1. **Pensions Legislative and Governance Context**
2. **Pensions Auditing and Accounting Standards**
3. **Financial Services Procurement and Relationship Management**
4. **Investment Performance and Risk Management**
5. **Financial Markets and Products Knowledge**
6. **Actuarial Methods, Standards and Practices**

It is acknowledged that these areas are very wide; however, the framework requires an awareness or understanding in most areas, rather than detailed knowledge. There are also a number of different ways in which this information can be gained, such as during normal Committee meetings, training sessions or attendance at conferences or seminars. It is not expected for members of the Committee to have detailed knowledge in all areas of the framework but a collective understanding by the Committee as a whole.

The table below details the training plan for the year, with the areas of the KSF that will be covered in each report or training session referenced in the final column.

| Date | Topic | KSF area(s) |
|--|-----------------------------------|--------------------|
| 28 May 2015 Committee topics | External Manager Presentations | 4,5 |
| 16 Jul 2015 Committee papers | Independent Advisor Market Update | 4,5 |
| | Fund Update | 1,3,4 |
| | Investment Management Report | 4,5 |
| | Pensions Administration Report | 1 |
| | Annual Report and Accounts | 2 |
| | Internal Manager Presentation | 4 |
| | Annual Property Report | 4,5 |
| | Policies Review Report | 1 |
| | Risk Register Annual Review | 1,4 |

| | | |
|--|---|------------------------------------|
| Sep 2015 Training | Actuarial changes – asset calculation and unitisation Governance Topic - tba | 6 1 |
| 8 Oct 2015 Committee papers | Independent Advisor Market Update Fund Update Investment Management Report Pensions Administration Report External Manager Presentation Annual Fund Performance Report | 4,5 1,3,4 4,5 1 4 4 |
| 10 Dec 2015 Committee papers | External Manager Presentations | 4,5 |
| Jan 2016 Committee papers | Independent Advisor Market Update Fund Update Investment Management Report Pensions Administration Report | 4,5 1,3,4 4,5 1 |
| Feb 2016 Training | Investment Topics – tba | 4,5 |
| Apr 2016 Committee papers | Independent Advisor Market Update Fund Update Investment Management Report Pensions Administration Report Annual Training Paper | 4,5 1,3,4 4,5 1 1 |

Committee papers and training may be subject to change.