

PENSION BOARD TRAINING POLICY JULY 2023

Policy Objectives

The degree of knowledge and understanding required is that which is appropriate for the purposes of enabling the individual to properly exercise the functions of a member of the pension board. Lincolnshire Pension Board members will be required to undertake a personal training needs analysis at regular intervals to review their skills, competencies and knowledge to identify gaps or areas where further training is required.

Members are expected to attend training opportunities and maintain a wider interest in the subject, beyond formal intervention, in order to provide rigour and challenge to the Pensions Committee and Scheme Manager.

Every member of the Pension Board must have an awareness of:

- the rules of the scheme, and
- any document recording policy about the administration of the scheme which is adopted in relation to the Lincolnshire Pension Fund.

Every member of the Pension Board must have knowledge and understanding of:

- the law relating to pensions, and
- any other matters which are prescribed in regulations.

To assist in achieving these objectives, there is a **mandatory minimum** level of training that all members of the Board agree to complete. Any Board members failing to undertake the minimum requirements will be referred to the Chairman of the Board.

The Fund will aim for compliance with the CIPFA Knowledge and Skills Framework and 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 Pension Board. All Board members will maintain a personal record of all training undertaken each year and share this with officers on request and at least annually.

Board members are required to take responsibility for ensuring that they meet the required standards and to raise with officers where additional training may be required.

There will be a standing item on all Board meeting agendas covering training, which will provide an opportunity to identify areas requiring training – either at an individual or Board level. The Board will be updated with events and training opportunities as and when they become available.

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 annually by the Board, to ensure it remains accurate and relevant.

CIPFA Knowledge and Skills Framework and Code of Practice

In July 2021, CIPFA refreshed its 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. This is also considered relevant for Board members to ensure they have the appropriate knowledge to provide effective oversight.

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

- Pensions legislations and guidance
- Pensions Governance
- Funding strategy and actuarial methods
- Pensions administration and communications
- Pensions financial strategy, management accounting, report and accounts
- Investment strategy, asset allocation, pooling, performance and risk management
- Financial markets and products
- Pensions services procurement, contract management and relationship management

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 Fund fully supports the CIPFA Code of Practice and adopts its principles.

Training Provision, Measurement and Assessment

In order to identify and meet training needs and assess whether those appointed to oversee the management of the Fund are meeting the CIPFA Framework requirements, all Members and Officers agree to:

Mandatory Minimum:

- Upon appointment to the Pension Board, undertake a one-to-one training session with the Head of Pensions, before attendance at the first Pension Board meeting where possible;
- Complete the on-line training program set out within the Hymans Robertson LGPS Online Learning Academy (LOLA) within twelve months of joining the Committee, to keep up-to-date with new modules or current issues as required, and to refresh all modules at least every two years;
- Complete the on-line training toolkit of the Pensions Regulator at <https://education.thepensionregulator.gov.uk/login/index.php> within six months of joining the Board, and agree to maintain that knowledge with any changes to the toolkit; and
- Undertake regular training as appropriate and as agreed at Board meetings.

In addition, where possible:

- Attend an annual training meeting at Border to Coast's offices in Leeds to gain a better understanding of the structure and governance of the company and asset pooling generally, and to receive training across the areas of investments and stewardship.
- Consider attending a basic training course (LGA Fundamentals or equivalent) designed for new members to the Pensions Committee within the first 18 months on the Committee, and any relevant conferences or seminars that will be brought to their attention throughout the year;
- Highlight to officers any areas where further training would be desirable or required, following subjects covered in Boards or Committee meetings or following attendance at any external training events or conferences;
- Obtain a satisfactory level of knowledge and skills in relation to all modules of the CIPFA Framework. Support from officers will be available as and when required; and

- Report to officers as appropriate to feed into external documentation the compliance with knowledge and skills requirements e.g. progress in the Fund's Annual Report and Accounts and Governance Compliance Statement.

Delivery of Training

Consideration will be given to various training resources available in delivering training to members of the Pension Board.

Evaluation will be given to the mode and content of training in order to ensure it is 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:

- In-house delivered training
- Using an Online Knowledge Library or other e-training facilities
- Attending courses, seminars and external events
- Internally developed training days and Board/Committee meetings
- Shared training with other Funds or Border to Coast
- Regular updates from officers and/or advisors

External Events

All relevant external events will be emailed to members as and when they become available. Members should report attendance at any such events to officers, who will maintain a log of all events attended for compliance with reporting and monitoring requirements.

After attendance at an external event, Board Members should be willing to provide verbal feedback at the next relevant Board meeting 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 Board Members.