

Report for ACTION
Item Number: 7



Contains Confidential or Exempt Information	NO - Part I
Title	Training Plan for the Berkshire Pension Board
Responsible Officer(s)	Kevin Taylor
Contact officer, job title and phone number	Kevin Taylor Deputy Pension Fund Manager 01628 796715
Member reporting	n/a
For Consideration By	Berkshire Pension Fund Board
Date to be Considered	3 August 2015
Implementation Date if Not Called In	n/a
Affected Wards	None
Keywords/Index	Pension Board

<p>Report Summary</p> <p>The purpose of this report is to outline the training requirements for Members of the Berkshire Pension Board.</p>
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If recommendations are adopted, how will residents, fund members and other stakeholders benefit?	
Benefits to residents, fund members and other stakeholders and reasons why they will benefit	Dates by which they can expect to notice a difference
1. Better governance and administration of the Pension Fund	Ongoing

1. Details of Recommendations

In accordance with the Pension Regulators Code of Practice No. 14 (Governance and Administration of Public Service Pension Schemes) every individual member of the Berkshire Pension Board must:

- a) 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, the Investment Regulations and earlier regulations as they still apply); and

- ii) any document recording policy about the administration of the Pension Fund, and
- b) Have the knowledge and understanding of:
- i) the law relating to pensions; and
 - ii) such other matters as may be prescribed.

The Pension Board must develop a training policy to meet the statutory requirements of ensuring all of its Members have capacity to fulfil their obligations associated with their role.

RECOMMENDATION: The Berkshire Pension Board is asked to consider this report and the attached proposed training framework and agree a training policy and programme for full approval at the next meeting of the Board. It is recommended that Members of the Pension Board commit to completing the Pension Regulator's on-line Trustee Knowledge and Understanding (TKU) toolkit within the first 6 months of Board membership.

2. Reason for Recommendation(s) and Options Considered

Pension Board members are required to have a 'working knowledge' of the Scheme and associated pension legislation in order to carry their duties. It is implicit that Members of the Board understand their responsibilities and obligations as set out in the Terms of Reference and Members need to be able to challenge any failure to comply with the Scheme rules.

Areas of knowledge and understanding

Board Members should be conversant with, but not limited to:

- a) Scheme approved policies (conflicts/reporting/record keeping);
- b) Risk assessment/management;
- c) Scheme booklets/Scheme member communications;
- d) The role of Pension Board Members and the Scheme Manager (the Royal Borough of Windsor & Maidenhead as the Administering Authority to the Royal County of Berkshire Pension Fund);
- e) Policies in relation to discretions;
- f) Communications with Scheme employers;
- g) Key policy documents on administration, governance and funding and investment (e.g. Pension Administration Strategy, Funding Strategy Statement, Statement of Investment Principles etc.).

Board Members should have a breadth of knowledge and understanding that is sufficient to allow them to understand fully any professional advice provided to them and they should be able to challenge that advice and understand how it impacts on any decision relating to the Board's duty in assisting the Scheme Manager.

Acquiring, Reviewing and Updating Knowledge and Understanding

The Board needs to produce a knowledge and understanding policy and framework for the acquisition and retention of knowledge and understanding for its Members. This framework will need to be a continuous cycle of identifying training

requirements, leading into training design and training delivery and then the evaluation of this training to identify further requirements.

A training framework and knowledge and understanding framework table is attached to this report for consideration by Board Members.

Members of the Board will need to commit sufficient time in their learning and development alongside their other duties as training is an important part of the individual's role in meeting their legal obligations.

Whilst training needs to commence immediately upon appointment to the Board there is a practical recognition that it will take newly appointed Board Members a reasonable period to attain the required level of knowledge and understanding and that existing levels of knowledge may vary between Members in the first instance.

Actions to be taken

The Pension Board needs to consider how it will best achieve the level of knowledge and understanding required and implement a satisfactory plan to achieve this.

Training can take many forms but Members will also be required to keep records of the training undertaken, to complete a personal development training plan and self-assess at all times what training needs they require.

Members should complete the on-line Pension Regulator's e-learning Public Service toolkit. This is split into a number of modules and is completed by undertaking a set of multiple choice questions for each section.

A Member handbook is also available and is to be circulated to all Board Members. It is the intention to keep this handbook up to date at all times and for it to be accessible from the Pension Fund website.

The Pension Board also needs to designate a person to take responsibility for ensuring that the knowledge and understanding framework is developed and implemented. All training development will need to be recorded and potentially published as part of the annual reporting process.

3. Key Implications

Pension Board Members have a legal duty to fulfil their obligations with regard to the level of knowledge and understanding required. Failure to achieve this could lead to a loss of public confidence.

4. Financial Details

Failure by the Board to fulfil its statutory responsibilities could lead to fines being imposed by the Pensions Regulator.

5. Legal Implications

Failure by the Board to meet its statutory obligations under legislation could lead to a number of potential possibilities including the intervention of the Pensions Regulator, a judicial review, a complaint to the Local Government or Pensions Ombudsman or

an adverse comment by the Administering Authority auditor or the national Scheme Advisory Board.

6. Value For Money

Not relevant.

7. Sustainability Impact Appraisal

There are no known implications.

8. Risk Management

Members of the Pension Board to be clear as to the legal responsibilities placed upon them in order to mitigate the risk of the Board being ineffective.

9. Links to Strategic Objectives

Linked to strategic objectives of the Pension Fund in accordance with overriding pension scheme regulations.

10. Equalities, Human Rights and Community Cohesion

There are no known implications.

11. Staffing/Workforce and Accommodation implications:

None.

12. Property and Assets

None.

13. Any other implications:

None.

14. Consultation

Not applicable.

15. Timetable for Implementation

First meeting of Pension Board.

16. Appendices

None.

17. Background Information

Public Service Pensions Act 2013, Local Government Pension Scheme Regulations 2013 (as amended), The Pensions Regulator's Code of Practice, Shadow Scheme Advisory Board guidance.

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