

LOCAL PENSION BOARD

Report of the Head of Human Resources27th January 2016

LOCAL PENSION BOARD TRAINING

1.0 Purpose of Report

- 1.1 To inform the Local Pension Board (LPB) of information and training now available to assist them in acquiring, developing and maintaining the skills and knowledge required to carry out their role.

2.0 Introduction

- 2.1 The LPB approved the Member Training Policy and Framework at the meeting held on 29th July 2015 and Members were requested to complete a personal training needs analysis by 22nd September in order that gaps in knowledge could be identified and additional training provided as necessary. It is understood that further training will be provided by the Local Government Association (LGA) and Members will be informed as soon as details are made available. The LGA online forum for LPB members is now up and running and the link is as follows:
<https://knowledgehub.local.gov.uk/group/firefighters-pension-scheme-local-pension-board-members-group-forum>
- 2.2 The Pensions Regulator has produced information, including an e-learning training programme, that is now available to assist Members in learning about managing public service pension schemes and is designed to increase knowledge and understanding in carrying out the role. The information can be accessed at the following link <http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx> and should cover the majority if not all the training needs identified.

3.0 Information

- 3.1 The Pensions Regulators public service scheme information covers the following areas:
- Understanding your role
 - Introduction to public service pension schemes
 - Roles and responsibilities
 - Knowledge and understanding duty on board members
 - Learn about managing public service schemes
 - Scheme management: The areas of governance and administration you need to focus on when running, overseeing or advising a public service pension scheme.
 - Reporting duties
 - Internal controls and managing risks
 - Record-keeping
 - Communicating to members
 - Publishing scheme information
 - Maintaining contributions
 - Pension board conflicts of interest and representation
 - Resolving internal disputes
 - Reporting breaches of the law

LOCAL PENSION BOARD

- Public Service toolkit: e-learning programme made up of seven modules, each should take approximately 30 minutes each to complete:
 - Conflicts of interest
 - Managing risk and internal controls
 - Maintaining accurate member data
 - Maintaining member contributions
 - Providing information to members and others
 - Resolving internal disputes
 - Reporting breaches of the law

- Further resources: Resources you can use – includes pension guides, consultations, research, analysis and useful links.

3.2 There is no cost in using this website or for carrying out the training modules. In order that Members can evidence their knowledge and understanding it is recommended that all these modules should be completed as soon as possible and by no later than the end of April 2016. It is necessary to create an individual account and log in to complete the training; learning can be completed in phases as progress can be saved. There is an assessment at the end of each module that is made up of multiple choice questions, the pass mark is indicated on each module, and the results are recorded, any number of attempts may be made.

3.3 Once all modules are completed it is recommended that the development record should be produced and emailed to the Head of Human Resources, after which a further training needs analysis should then be carried out to identify any remaining gaps in knowledge, these issues will be raised with the LGA to support further training.

4.0 Recommendation

4.1 That Members note the content of this report and agree to:

- i) undertake the e-learning programme provided by the Pension Regulator,
- ii) send the development record and an updated training needs analysis to the Head of Human Resources.

JAN SAMS
Head of Human Resources
11th January 2016

Background documents

<http://www.thepensionsregulator.gov.uk/>