

Report of the Director, West Yorkshire Pension Fund, to the meeting of West Yorkshire Pension Fund Pension Board to be held on 13 December 2022

AB

Subject: Training

Summary statement:

The role of The Pension Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 is to assist the Council as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme (LGPS) including securing compliance with the LGPS Regulations and any other legislation relating to the governance and administration of the LGPS; securing compliance with the requirements imposed in relation to the LGPS by the Pensions Regulator; and any other such matters as the LGPS Regulations may specify.

To be able to assist the Scheme Manager and meet the requirements of the Public Service Pensions Act 2013, Pension Board Members must be able to demonstrate suitable knowledge and skills of the LGPS to effectively scrutinise the decisions made by officers.

As such, undertaking regular training in order to acquire and maintain the relevant level of knowledge and understanding is very important. Details of training courses, conferences and seminars listed may assist Board Members.

EQUALITY & DIVERSITY:

Not Applicable

Euan Miller
Managing Director

Portfolio Leader of Council & Corporate

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Overview & Scrutiny Area: Corporate

1. Training

- 1.1 Members of the Board, JAG and the Investment Advisory Panel were asked to complete an online knowledge assessment questionnaire produced by Hymans. The results of this assessment will help identify training requirements for Board members.
- 1.2 On receipt of the results, the Fund will develop a training plan to ensure these training requirements are met. Going forward, training undertaken during the year will be published in the Annual Report or the Governance Compliance Statement.
- 1.3 This will satisfy legislative requirements that Board members must have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions. The knowledge and understanding framework can be found on WYPF's website: [Knowledge and understanding \(wypf.org.uk\)](http://www.wypf.org.uk/knowledge-and-understanding)

2. TPR Public Sector Toolkit

The Trustee toolkit is aimed specifically at Trustees of Occupational Pension Schemes. The Public Service Online Toolkit is aimed specifically at Public Service schemes including the LGPS and includes a series of online learning modules and downloadable resources developed to help Board Members meet the minimum required level of knowledge and understanding as defined by the Public Service Pensions Act 2013. <https://trusteetoolkit.thepensionsregulator.gov.uk/>

All Pension Board members should complete the Pension Regulators toolkit training. Once completed a copy of the completion certificate should be given to the Governance and New Business Manager.

The mandatory training includes modules across a range of pension topics including;

- Conflicts of Interest
- Maintaining Accurate Member Data
- Providing Information to Members and Others
- Reporting Breaches of the Law
- Managing Risk and Internal Controls
- Maintaining Member Controls
- Resolving Internal Disputes

Each module takes approximately 30 to 60 minutes to complete and Board Members are requested to complete a minimum of two modules prior to each Board meeting until all modules are completed.

TPR Regularly updates the content and may amend or add additional modules for Trustees. WYPF is considering signing up to the TPR transfer pledge, as discussed

at Board meetings on 22 March 2022 and 28 June 2022, and to do so all Board Members are required to have completed the TPR Pension Scams Module.

Hymans Robertson Online Learning Academy

Hymans Robertson have produced an online training centre specifically for the LGPS aimed at Local Pension Board Members, pension committees and scheme practitioners.

The Learning Academy aids the knowledge and skills required of Board Members to fulfil their statutory duties and has 6 tutorials which include presentations, a glossary and question and answers. It can also be used as a record of all other training achievements and events attended.

Each module takes approximately 30 to 60 minutes to complete and Board Members are requested to complete a minimum of two modules prior to each Board meeting until all modules are completed.

To access your learning please go to <https://aspire.hymanslearning.co.uk/>

There is a "How to" User Guide that will help you navigate through the system and can be found here "How to" User Guide

Please contact Matt Mott or Aspire.Hymans Aspire.Hymans@hymans.co.uk if you have any questions.

LGA Fundamentals training programme 2022

Fundamentals is a bespoke three-day training course aimed at elected members and others who attend pension committees/panels and local pension boards. Past delegates include elected members, trade union representatives, member and employer representatives, as well as a variety of officers who attend/support committees and some private sector organisations who provide services to administering authorities. The course provides a scheme overview and covers current issues in relation to administration, investments and governance of the LGPS.

Attending all three days will assist delegates in meeting the relevant requirement for knowledge, skills and understanding either required in statute or encouraged by relevant guidance.

Each day has a different theme and will include sessions delivered by experts in their field. The event also provides delegates with valuable networking opportunities. Each day's programme will start at 10am, with registration and coffee from 9:30am, and close by 4pm with refreshments and lunch provided. Full details can be found here.

The training will take place in two locations, London and Birmingham. LGA are also offering online only sessions, so delegates will have the choice of attending in person or virtually.

PLSA Annual Conference

The PLSA conference is held annually each October, alternating between Liverpool and Manchester each year. The agenda attempts to cover a wide range of relevant topics spanning governance, administration, investment and engaging savers.

LGA Annual Governance Conference

The annual conference retains its popular lunchtime to lunchtime format. It will start on Thursday 19 January and end on Friday 20 January 2023 and will take place in Cardiff. The programme is currently being finalised and further details will be provided late in the year.

Training at Board Meetings

It is the intention of WYPF to provide additional training as part of the Board Meetings. These may be planned topics to support the existing training, current “hot” topics, or training presented prior to a discussion of a particular report. Training topics may also be at the suggestion of the Board or a Board Member.

Where additional training is not provided as part of the Board Meetings there may be an update or summary of training completed to date and events attended by Board Members.

LGA circulars and bulletins

- Members can also make use of the LGA website where circulars, bulletins and updates are published on a regular basis.
- <http://www.lgpsregs.org/index.php>

Scheme Advisory Board website

- Members can find lots of useful information on the Scheme Advisory Boards website
- <https://www.lgpsboard.org/>

3. OTHER CONSIDERATIONS

None

4. FINANCIAL & RESOURCE APPRAISAL

None

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

Failure to complete training may mean that members cannot demonstrate suitable knowledge and skills. As a result, they may not satisfy the requirements of the Public Service Pensions Act 2013.

6. LEGAL APPRAISAL

None

7. OTHER IMPLICATIONS

None

7.1 SUSTAINABILITY IMPLICATIONS

None

7.2 GREENHOUSE GAS EMISSIONS IMPACT

None

7.3 COMMUNITY SAFETY IMPLICATIONS

None

7.4 HUMAN RIGHTS ACT

None

7.5 TRADE UNION

None

7.6 WARD IMPLICATIONS

None

**7.7 AREA COMMITTEE ACTION PLAN IMPLICATIONS
(for reports to Area Committees only)**

None

7.8 IMPLICATIONS FOR CORPORATE PARENTING

None

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

None

10 Recommendation

10.1 It is recommended that Members of the Local Pension Board undertake the TPR Toolkit online training and the Hymans Robertson online Learning Academy Training and in doing so meet the requirements defined by the Public Service Pensions Act 2013.

10.2 Board Members should also attend external training events and conferences provided by PLSA, LGA & actuaries and attend.

11. Appendices

None