

<b>MEETING</b>	<b>PENSIONS COMMITTEE</b>
<b>DATE</b>	<b>10 NOVEMBER 2015</b>
<b>PURPOSE</b>	<b>To inform the Pensions Committee of the training arrangements for members of the Committee</b>
<b>TITLE</b>	<b>KNOWLEDGE AND SKILLS</b>
<b>AUTHOR</b>	<b>CAROLINE ROBERTS, INVESTMENT MANAGER</b>

## **1. INTRODUCTION**

- 1.1 The Pension Fund has formally adopted the following Knowledge and Skills Policy Statement:

This organisation recognises the importance of ensuring that all staff and members charged with the financial administration and decision-making with regard to the pension scheme are fully equipped with the knowledge and skills to discharge the duties and responsibilities allocated to them.

It therefore seeks to utilise individuals who are both capable and experienced and it will provide training for staff and members of the pension decision-making bodies to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills.

- 1.2 The Knowledge and Skills policy also applies to members appointed to the Pension Board.

## **2. CURRENT TRAINING**

- 2.1 Under current training arrangements all members of the Pensions Committee are required to attend a three day Trustee Training Fundamentals Course, after which they receive an “LGPS Fundamentals” training certificate. Members of the Pension Board are now attending these sessions.

- 2.2 From time to time members are also sent on refresher courses and attend appropriate conferences on a rota basis. In addition, many of the reports to the Investment Panel present new information to officers and elected members and therefore contribute to their knowledge of investment matters.

### **3. FUTURE TRAINING**

- 3.1** The next step will be to undertake a training needs assessment. This will be based on completion of a self-assessment questionnaire which will be distributed to members of the Pensions Committee and the Pension Board in January 2016 after the Trustee Training Fundamentals Course has finished.
- 3.2** The information received will be used to arrange any training required as identified by the questionnaire. Such training could involve internal training within existing meetings or in additional specific sessions and external courses as appropriate. Combined training sessions will be held for members of the Pensions Committee and Pension Board as appropriate.

### **4. CONCLUSION**

- 4.1** Members are asked to note the training policy and the requirement to complete the questionnaire in order to provide appropriate training and ensure compliance with the Knowledge and Skills Policy.