

Lancashire County Pension Fund Training Plan

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1. Introduction

- 1.1 This is the proposed Training Plan of Lancashire County Pension Fund managed by Lancashire County Council (the Administering Authority). It sets out a proposed rationale and approach for approval by the Pension Fund Committee concerning the training and development of -
- the members of the Pension Fund Committee and;
 - officers of the Pension Fund responsible for the management of the Fund.
- 1.2 The overall aim of the Training Plan is to support members of the Pension Fund Committee in their role as a member of this Committee.

2. Rationale

- 2.1 In order to ensure best practice within the Fund, and to comply with the Public Service Pensions Act 2013, a training plan for those charged with governance and financial management of the Lancashire County Pension Fund (Committee Members and Officers) should be developed on an annual basis. At its meeting of 7 June 2013, the Pension Fund Committee agreed to the development of such a training programme.
- 2.2 Central to this is the tenet that the Fund should secure appropriate training, having assessed the professional competence of both those involved in pension scheme financial management and those with a policy, management and or oversight role.
- 2.3 It is not required that each individual demonstrates a level of expertise in every aspect of Scheme governance and management, but rather that as a group both the Fund's Officers and the Committee has a level of knowledge and skills to ensure effective decision making.
- 2.4 Committee Members and Officers are also required to undertake training to satisfy the obligations placed upon them by the:
- Myners Principles (as detailed in the Statement of Investment Principles);
 - Pensions Regulations and the Pensions Regulator;
 - CIPFA Code of Practice on Public Sector Pensions Finance Knowledge and Skills; and the
 - LGPS Governance Compliance Statement.

3. Approach

- 3.1 The approach to training will be supportive in nature with the intention of providing committee members and officers with regular sessions that will contribute to their level of skills and knowledge. Primarily based upon pre-Committee training sessions, it may also involve updates from officers and independent advisers. Details of external events will also be circulated as appropriate. This is in addition to an expectation that committee members will undertake some self-directed learning outside of the formal training. Fund officers will be available to provide additional support and advice.
- 3.2 The key elements of the plan are designed to support members of the Committee in gaining the necessary knowledge and skills as a collective group over the following areas required by the CIPFA Knowledge and Skills Framework:
- Pension Fund governance;
 - Accounting and Audit standards;
 - Procurement of financial services;
 - Investment performance and risk management;
 - Financial markets and product knowledge;
 - Actuarial methods and valuation.
- 3.3 It is comprised of a combination of internally developed training sessions, updates from officers and independent advisers, external events, and self-directed learning. The detailed indicative plan is attached as Appendix A.
- 3.4 The Training Plans will be updated at least annually, taking account of the results from the Training Needs Assessments and those otherwise identified, and will be updated with events and training opportunities as and when they become available.

4. Evaluation

Pension Fund Committee members

- 4.1 In order to identify training needs and assess whether we are meeting the training requirements we will –
- Undertake as a Committee an annual training needs evaluation exercise in the form of a short self-assessment questionnaire, both individually and as a group in order to identify any perceived development needs.
 - Where the evaluation highlights that there is a knowledge gap, the Committee will undertake either additional internal group bespoke training or individual external training as appropriate.
 - The Committee will commit to an outline of internal bespoke training. This will be focussed around either emerging national changes or internal workloads (such as the introduction of a new asset class.)
 - Report as appropriate in external documentation compliance with knowledge and skills requirements, such as progress in the Scheme's

Annual Report and Accounts, and Governance Statement compliance with the CIPFA Knowledge and Skills Framework and the Myners Principles.

Pension Fund officers

4.2 All senior officers with responsibility for administering and/ or managing the Pension Fund will be expected to complete the CIPFA Training Needs Assessment for Pension Professionals taking account of the requirements of their roles. Any identified training needs should form part of their ongoing Performance and Development Review.

4.3 **Delivery of Training**

Consideration will be given to various training resources available in delivering training to members of the Pension Fund Committee and relevant officers.

Evaluation will be given to the mode and content of training in order to ensure it is both targeted to needs and ongoing requirements and emerging events. It is to be delivered in a manner that balances both demands on Councillors time and costs. These may include but are not restricted to:

For Pension Fund Committee members	For Officers
<ul style="list-style-type: none"> • In-house • Using an on-line Knowledge Library or other e-learning facilities • Attending courses, seminars, and external events • Internally developed training days and pre/ post Committee meetings • Shared training with other Schemes or Frameworks • Regular updates from officers and/ or independent advisers 	<ul style="list-style-type: none"> • Desktop/ work-based training • Using an on-line Knowledge Library or other e-learning facilities • Attending courses, seminars, and external events • Training for qualifications from recognised professional bodies • Internally developed sessions • Shared training with other Schemes or Frameworks

4.4 External events

Pension Fund Committee members

All relevant external events will be distributed to members of the Committee as and when they become available.

Members will be invited to express an interest in attending an event. The clerk to the Committee will receive any expressions of interest and shall liaise as necessary with the chair of the Committee, and the County Treasurer who shall under the Scheme of Delegation to Chief Officers approve the Committee's representation at the external event. A number of factors will be used to determine the level of representation including the relevance of the event, associated costs and an individual's identified development needs,

One Connect Limited will make the necessary event booking, accommodation and travel arrangements for members (and officers). The cost of members (and officers) attending an external event will be met by the Pension Fund.

Following attendance at an external event, Committee Members will be asked to provide verbal feedback at the subsequent Committee meeting to cover:

- 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 Committee Members.

Officers

Following attendance at an external event, officers will be expected to report to their manager with feedback to cover:

- 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 other officers.

5. Training Programme

The draft timetable below as Appendix 1 provides an indicative training programme covering areas that are likely to be necessary over the next 18 months. In addition, other items on topical or emerging issues may be added as appropriate, and the training programme flexed accordingly.

The indicative training plan includes details of pension related conferences held throughout the year. There is no expectation that members and officers attend such events as a matter of course, but highlights the availability of such training and networking opportunities and an overview of their content.

Indicative Training Programme 2013-15

Appendix 1

Ref	What	Who	When	Overview	Intended audience
1	Pre-Committee training	Fund actuary - Mercers	29 November 2013	Topic - Role of the Actuary and Actuarial Valuation 2013	All PFC members
2	Conference	LAPFF Annual Conference - Bournemouth	4-6 December 2013	Aimed at officers and PFC members focussing on engagement, stewardship and corporate governance	Officer and PFC members
3	PFC training	Independent advisers – Eric Lambert and Noel Mills*	January 2014	Topic - Portfolios and portfolio construction, risks and diversification	All PFC members
4	PFC training	Fund manager (global equities) – Baillie Gifford*	February 2014	Topic – global equities and fund management	All PFC members
5	Pre-Committee training	Investment Consultant – Redington*	27 March 2014	Topic - Risk and liability management	All PFC members
6	Conference	National Association of Pension Funds (NAPF) Local Authority Conference - Gloucestershire	19-21 May 2014	Aimed at officers and PFC members – various speakers and workshops focussing on a wide range of pension topics	Officer and PFC members
7	Pre-Committee training	Global custodian – Northern Trust*	6 June 2014	Topic - global custody; securities lending; performance reporting and benchmarking	All PFC members
8	Conference	CIPFA Annual Conference	July 2014	Aimed at officers and councillors with finance-related responsibilities – various speakers and workshops focussing on public finance issues	Officers and Councillors with finance-related responsibilities

Appendix 1 (continued)

Ref	What	Who	When	Overview	Intended audience
9	Pre-Committee training	Fund manager (private equity and infrastructure) – Capital Dynamics*	5 September 2014	Topic – Private Equity and Infrastructure: how it works and investment logic	All PFC members
10	Conference	LGC Investment Summit	September 2014	Aimed at officers and PFC members focussing on investment matters	Officer and PFC members
11	Conference	Baillie Gifford LA conference and training – Edinburgh	October 2014	Aimed at officers and PFC members focussing on investment matters	Officer and PFC members
12	Conference	National Association of Pension Funds (NAPF) Annual Conference - Liverpool	15 – 17 October 2014	Aimed at officers and PFC members – various speakers and workshops focussing on a wide range of pension topics	Officer and PFC members
13	Conference	CIPFA Pensions Network Annual Conference – London	November 2014	Aimed at officers and PFC members – various speakers focussing on a wide range of pension topics	Officer and PFC members
14	Pre-Committee training	Fund manager (property) – Contract start date expected July 2014	28 November 2014	Topic – UK and local property investment management	All PFC members
15	Pre-Committee training	Shareholder voting and engagement – PIRC*	27 March 2015	Topic - Role of proxy voting, how voting is done and engagement made	All PFC members

* - Details and timing to be confirmed.

In addition, induction training sessions can be arranged for any new Pension Fund Committee member.

Additional sessions may be incorporated as required.

Conference attendance:

Pension Fund Committee members are encouraged to attend some conferences and external training events to provide a wider knowledge of current key topics in line with the Member Development Training Policy.