

**APPENDIX A**

**LOCAL PENSION BOARD – TRAINING LOG (January 2018)**

Topic	Good level of Knowledge & Understanding	Date Report or Presentation/Training Provided
<b>Background to Legislative Framework</b>		
Key provisions of the Public Service Pensions Act 2013	✓	Training 14/12/15
Overview of roles and responsibilities associated with the Local Government Pension Scheme	✓	Training 14/12/15, Training 16/6/16, 4/12/2017
<b>Roles and Responsibilities of the Local Pension Board</b>		
Assisting the Scheme Manager – governance and administration	✓	Report 19/6/15, Training 9/12/15
Potential conflicts of interest	✓	Each meeting
Reporting of breaches	✓	Report 9/10/15, Report 3/10/16
Knowledge and understanding	✓	Report 14/12/15, Training 16/6/16
<b>Roles and Responsibilities of the Scheme Manager</b>		
Pension Regulations	✓ (some)	Presentation 19/6/15, Training 8/2/2016
Legislation	✓ (some)	Training 9/12/15
Calculation and payment of benefits	✓	Presentation 19/6/15 (further training agreed), Training 8/2/16
Annual Benefit Statements	✓	Report 9/10/15, Report 14/12/15
Discretions	✓	Training 7/11/16
Internal dispute resolution (stage 1,2, TPAS, Ombudsman)	✓	Training 16/6/16
Record keeping	✓	Training 7/11/16
Internal controls and risk management	✓	Report 9/10/15, Report 3/10/16
Reporting of breaches	✓	Report 9/10/15, Report 3/10/16
Administration of Local Pension Board	✓	Training 8/2/16

Managing potential conflicts of interest	✓	Training 8/2/16
Admission Bodies – Bonds/Guarantees	✓	Discussed at the Local Pension Board meeting 16/6/16, Training 7/11/16
<u>Topic</u>	Good level of Knowledge & Understanding	Date Report or Training Provided
<b>Roles and Responsibilities of the Scheme Employers</b>		
Providing pension information to the administering authority	✓	Report 4/3/2016, Report 16/6/16
Year-end	✓	Report 4/3/2016, Report 16/6/16
Automatic enrolment	✓	Training 7/11/16
Deduction and payment of contributions	✓	Training 7/11/16
Internal dispute resolution (stage 1)	✓	Training 16/6/16 (further training required in roles and responsibilities for scheme employers)
<b>Roles of Advisers and Other Key Persons / Bodies</b>		
Officers of the Authority	✓	Training 16/6/16, 4/12/17
Auditors	✓	Training 16/6/16, 4/12/17
National Scheme Advisory Board	✓	Training 16/6/16, 4/12/17
Department for Communities and Local Government	✓	Training 16/6/16, 4/12/17
Local Government Association	✓	Training 16/6/16, 4/12/17
Pensions Advisory Service	✓	Training 16/6/16, 4/12/17
Pensions Ombudsman	✓	Training 16/6/16, 4/12/17
The Pensions Regulator	✓	Report 9/10/15, Training 9/12/15, Training 16/6/16, 4/12/17
Additional Voluntary Contribution (AVC) Provider - Prudential	✓	Report and training 8/12/16, 4/12/17
<b>Investments</b>		
Actuarial Valuation	✓	Pension Board Meeting – to hear

		from the Pension Fund Actuary 26/2/2016
Different Asset Classes	✓	Training 14/12/15
Decision-making process	✓	Training 14/12/15
Risk vs. Reward	✓	Training 14/12/15
LGPS Asset Pooling	✓	Training 14/12/15

### **Summary of Events/Training**

#### 19 June 2015 - Reports

Role of the Local Board

External audit plan

Internal audit arrangements

Quarterly administration report (introduction)

#### 19 June – Presentation

Introduction to Pensions

#### 9 October 2015 – Reports

Quarterly administration report (annual benefit statements, partnership working)

Managing pension section workloads

Joint administration and communication strategy

Reporting breaches of the law to The Pension Regulator

Risk register

13 November 2015 – Pension Board Reports

Invited to attend the Pension Board (investments)

9 December 2015 – Training

Governance regulations

TPR

Statutory deadlines

Pension taxation

14 December 2015 – Reports and Training

Quarterly administration report (exit cap, GMP rec and valuation)

Annual benefit statements

Board members – knowledge and understanding

Local pension board and Local pension committee – key roles and responsibilities (training item)

8 February 2016

Administration of Local Pension Boards, Managing potential conflicts of interest (training item – M Hand)

State scheme changes, GMPs and GMP reconciliation

26 February 2016

Invited to attend the Pension Board – Pension Fund Actuary, Year-end and the Actuarial Valuation

16 June 2016

Roles of advisers and other key persons/bodies (including the Pension Ombudsman – IDRPs)

LGA Trustee Training event details (3 days split over Oct, Nov, Dec 2016) Ms D Stobbs, Ms D Haller, Ms A Severn-Morrell

3 October 2016 – Reports

Risk management and internal controls

Pension fund governance and administration

7 November 2016 – Training

Record keeping

Deduction and payment of contributions

Automatic enrolment

Admission bodies – bonds and guarantors

Discretions

8 December 2016 – Reports and Training

Additional Voluntary Contributions (AVCs) - Prudential

13 March 2017 – Training

Service Plan; system tender, IConnect, GMP rec, SLA

12 June 2017 – Report

Year End and statutory deadlines

18 September 2017 – Reports and Training

Record keeping

Pension Taxation – Annual and Lifetime Allowance

4 December 2017 – Training

Roles of advisers and other key persons/bodies

LGA Trustee Training event details (3 days split over Oct, Nov, Dec 2017) Cllr Jennings, Cllr Bedford

IH 31/01/2018