

GMPF Local Board: Training needs analysis - Results

It is important that the Board has the necessary level of knowledge and understanding in order to carry out their role effectively. Individual Board members are not expected to be an expert in all areas, however we need to target a training plan towards ensuring there is the necessary knowledge and understanding across the Board as a whole. This document was designed to assess where the gaps in the Board's knowledge and understanding may currently lie.

Members were asked to mark their current knowledge on a scale of 1 to 5 in each of the areas set out below, with 1 being no knowledge and 5 being highly skilled. The consolidated responses of the Local Board members are set out in the document below.

1 – My role, responsibilities and duties as a pension board member

| Do I know...? | 1 – no knowledge 5 – highly skilled | Average | Range | Where to find information |
|---|--|-------------|------------|--|
| <ul style="list-style-type: none"> • What my role, responsibilities and duties are as a Local Board member | <p>1 2 3 4 5</p> | <p>3.25</p> | <p>3-4</p> | <p>GMPF Local Board Terms of Reference</p> <p>Introduction to public service pension schemes: www.tpr.gov.uk/PS-introduction</p> |
| <ul style="list-style-type: none"> • How to record my training | <p>1 2 3 4 5</p> | <p>3</p> | <p>1-4</p> | <p>Knowledge and understanding duty on pension board members: www.tpr.gov.uk/PS-knowledge</p> |
| <ul style="list-style-type: none"> • My requirements to disclose potential or actual conflicts of interest | <p>1 2 3 4 5</p> | <p>4</p> | <p>3-5</p> | <p>'Conflicts of interest' course in the Public Service toolkit: www.pensionseducationportal.com</p> |

APPENDIX A

| 2 - Internal controls | | | | | | | | |
|--|---------|---|---|---|---|-------|---------------------------|--|
| Do I have an understanding of...? | Average | | | | | Range | Where to find information | |
| <ul style="list-style-type: none"> The internal controls the Fund operates | 1 | 2 | 3 | 4 | 5 | 3 | 1-4 | 'Managing risk and internal controls' course in the Public Service toolkit: www.pensionseducationportal.com GMPF's Annual Report and Accounts: http://www.gmpf.org.uk/publications/annualreport.htm |
| <ul style="list-style-type: none"> How scheme members' data is kept | 1 | 2 | 3 | 4 | 5 | 2.5 | 1-3 | 'Maintaining accurate member data' course in the Public Service toolkit: www.pensionseducationportal.com |
| <ul style="list-style-type: none"> How employer and employee contributions are monitored and recorded | 1 | 2 | 3 | 4 | 5 | 2.75 | 1-4 | GMPF's Pension Administration Strategy: http://www.gmpf.org.uk/documents/policies/administrationstrategy.pdf 'Maintaining member contributions' course in the Public Service toolkit: www.pensionseducationportal.com |
| 3 – Communication with members | | | | | | | | |
| Do I know...? | Average | | | | | Range | Where to find information | |
| <ul style="list-style-type: none"> What information must be provided to members about the administration of the scheme and their benefits | 1 | 2 | 3 | 4 | 5 | 3 | 2-4 | 'Providing information to members and others' course in the Public Service toolkit: www.pensionseducationportal.com |
| <ul style="list-style-type: none"> How information is provided to members | 1 | 2 | 3 | 4 | 5 | 3 | 2-4 | GMPF's Communication Policy: http://www.gmpf.org.uk/documents/policies/communications.pdf |

APPENDIX A

| 4 – Resolving disputes | | | |
|--|-----------------------|-------|--|
| Do I know...? | Average | Range | Where to find information |
| <ul style="list-style-type: none"> How disputes between members, employers and the Fund are raised, documented and resolved | 1 2 3 4 5 2.75 | 1-5 | 'Resolving internal disputes' course in the Public Service toolkit: www.pensionseducationportal.com 'How to Complain' section of GMPF Website: http://www.gmpf.org.uk/complaints.htm |
| 5 – Reporting breaches of the law | | | |
| Do I know...? | Average | Range | Where to find information |
| <ul style="list-style-type: none"> How to identify and assess potential breaches of the law | 1 2 3 4 5 3 | 1-4 | 'Reporting breaches of the law' course in the Public Service toolkit: www.pensionseducationportal.com |
| <ul style="list-style-type: none"> How breaches of the law likely to be of material significance to the regulator are reported | 1 2 3 4 5 3 | 1-4 | |
| <ul style="list-style-type: none"> What my responsibility is to report breaches and who else is under a duty to report breaches | 1 2 3 4 5 3.25 | 1-5 | |

APPENDIX A

| 6 - Background and Understanding of the Legislative Framework of the LGPS | | | |
|--|-----------------------|-------|--|
| Do I have a high level understanding of...? | Average | Range | Where to find information |
| <ul style="list-style-type: none"> The main differences between the LGPS, the other public service pension schemes and private sector trust-based schemes | 1 2 3 4 5 3.25 | 2-5 | DCLG Discussion Paper on New Governance Arrangements: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/208064/LGPS_Governance_discussion_paper_15pg.pdf |
| <ul style="list-style-type: none"> The recommendations of the Hutton Review and the key provisions of the Public Service Pensions Act 2013 | 1 2 3 4 5 2.5 | 1-4 | |
| <ul style="list-style-type: none"> The structure of the LGPS and the main bodies involved including DCLG, administering authorities, the Scheme Advisory Board, local pension boards and LGPS employers | 1 2 3 4 5 3.75 | 2-5 | LGPS Advisory Board Website: http://www.lgpsboard.org/index.php/about-the-board |
| <ul style="list-style-type: none"> Local authority law and how administering authorities are constituted and operate | 1 2 3 4 5 3.25 | 1-5 | Tameside MBC Website: http://www.tameside.gov.uk/democracy?corporategovernance |
| <ul style="list-style-type: none"> LGPS Regulations (including Investment Regulations) | 1 2 3 4 5 2.5 | 1-4 | LGPS Regulations Website http://www.lgpsregs.org/ |
| 7 - Role and responsibilities of the administering authority | | | |
| Do I have a high level understanding of...? | Average | Range | Where to find information |
| <ul style="list-style-type: none"> GMPF's governance structure | 1 2 3 4 5 3.25 | 2-5 | GMPF's Governance Policy Statement: |

APPENDIX A

| understanding of...? | 1 | 2 | 3 | 4 | 5 | Average | Range | |
|---|---|---|---|---|---|---------|-------|--|
| <ul style="list-style-type: none"> The different types of employers participating in the Fund (designating bodies, admitted bodies etc...) | 1 | 2 | 3 | 4 | 5 | 3.25 | 1-5 | GMPF's Guide for Prospective Employers: http://www.gmpf.org.uk/documents/employer/prospective.pdf |
| <ul style="list-style-type: none"> How contributions are deducted and paid | 1 | 2 | 3 | 4 | 5 | 3.75 | 2-5 | GMPF's Pensions Administration Strategy: http://www.gmpf.org.uk/documents/policies/administrationstrategy.pdf |
| <ul style="list-style-type: none"> The role of the employers in the administration of the Fund | 1 | 2 | 3 | 4 | 5 | 3 | 1-4 | Best Value Authorities Staff Transfer (Pensions) Direction 2007 http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/localgovernment/pdf/pensions-direction-2007.pdf |
| <ul style="list-style-type: none"> Relevant employment law, (such as TUPE, Fair Deal etc.) and the impact of changes in service delivery on the Fund | 1 | 2 | 3 | 4 | 5 | 3.25 | 2-5 | |
| 10 - Key bodies connected to the LGPS | | | | | | | | |
| Do I understand the role of....? | 1 | 2 | 3 | 4 | 5 | Average | Range | Where to find information |
| The Pensions Regulator, The Pensions Ombudsman, The Pensions Advisory Service, The Local Government Association, CIPFA, NAPF | 1 | 2 | 3 | 4 | 5 | 3.5 | 2-5 | http://www.thepensionsregulator.gov.uk/about-us.aspx https://www.pensions-ombudsman.org.uk/about-us/ http://www.pensionsadvisoryservice.org.uk/about-us http://www.local.gov.uk/ http://www.cipfa.org/services/networks/pensions-network http://www.napf.co.uk/ |