

Hampshire Fire and Rescue Authority

Firefighters' Pension Board

Item 7

21 November 2016

Training Needs Analysis (TNA)

Report by Chief Finance Officer

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1 Summary

- 1.1 The creation of a Fire Pensions Board is an integral part of the required Governance regime. With the recent changes to Board membership it is important to ensure that all members are adequately trained to fulfil their responsibilities as a Board Member.
- 1.2 Accordingly current Board Members were invited to complete a Training Needs Analysis (TNA)

2 Recommendations

- 2.1 That the Board notes the self-assessment summary of knowledge and experience appended to this Report as Appendix 1.
- 2.2 Endorses the intention of the HFRA to identify suitable training opportunities over the next 6 months so that Board members have the requisite skills required to play a full and effective part as a Board Member.

3 Introduction and background

- 3.1 Following the recent appointment of 3 new Pension Board Members we now have a fully established Board.
- 3.2 The 6 Board Members were invited to complete a Training Needs Analysis (TNA) in order to obtain an assessment of individual and collective training needs. The following table summarises the TNA returns and identifies that apart from the Chair of the Scheme Advisory Board, Malcolm Eastwood there is a significant training need.
- 3.3 This TNA was, however, completed before the Pension Board Member training day which is taking place on the 11 November 2016 and Board Members will be invited to “refresh their data” after this event in order to inform the required training.

Ref	Familiar (✓)	Almost (?)	Unsure (X)	Topic
A	Background and Understanding of the Legislative Framework of the Fire pension scheme			
A1	1	1	4	Differences between public service pension schemes like the Fire Pension Scheme (FPS) and private sector trust- based schemes
A2	1	0	5	Role of the Independent Public Service Pensions Commission (IPSPC) and its recommendations
A3	1	0	5	Key provisions of the 2013 Pension Act
A4	1	1	4	The structure of the scheme and the main bodies involved including the Responsible Authority, the Scheme Manager, the Scheme Advisory Board, the Local Pension Board and the Scheme employers
A5	1	0	5	An overview of local authority law and how Administering Authorities are constituted and operate
A6	1	2	3	Scheme and connected scheme rules overview (including the Regulations)
A7	1	4	1	The Firefighter Pension Scheme 1992
A8	1	2	3	The Firefighter Pension Scheme 2006 and main changes from the 1992 scheme
A9	1	0	5	The Firefighters Pension Fund
A10	1	0	5	The Firefighters Compensation Scheme
A11	1	1	4	Firefighters (Modified) Pension Scheme
A12	1	3	2	The Firefighters Pension Scheme 2015
B	General pensions legislation applicable to the FPS - An overview of wider legislation relevant to the FPS including:			
B1	1	1	4	Automatic Enrolment (Pensions Act 2008)
B2	1	1	4	Contracting out (Pension Schemes Act 1993)
B3	2	3	1	Data protection (Data Protection Act 1998)
B4	1	5	0	Employment legislation including anti- discrimination, equal treatment, family related leave and redundancy rights
B5	2	4	0	Freedom of Information (Freedom of Information Act 2000)
B6	1	1	4	Pensions sharing on divorce (Welfare Reform and Pensions Act 1999)
B7	1	2	3	Tax (Finance Act 2004)
C	Role and responsibilities of the Local Pension Board			
C1	2	1	3	Role of the Local Pension Board
C2	2	1	3	Conduct and conflicts
C3	1	1	3	Reporting of breaches
C4	1	1	3	Knowledge and understanding

D	Role and responsibilities of the Scheme Manager			
D1	1	2	3	Membership and eligibility
D2	1	3	2	Benefits and the payment of benefits
D3	1	3	2	Decisions and discretions
D4	1	2	3	Disclosure of information
D5	1	3	2	Record keeping
D6	1	2	3	Internal controls
D7	1	3	2	Internal dispute resolution
D8	1	2	3	Reporting of breaches
D9	1	2	3	Statements, reports and accounts
E	Funding and Investment			
E1		2	4	Requirement for triennial and other valuations
F	Role and responsibilities of Scheme Employers			
F1	1	2	3	Automatic Enrolment & Opting Out
F2	1	3	2	Deduction and payment of contributions
F3		2	4	Special contributions
F4		2	4	Employer decisions and discretions
F5	1	1	4	TUPE and outsourcing (including Fair Deal and the Best Value Authorities Staff Transfers (Pensions) Directions 2007)
G	Tax and Contracting Out			
G1		1	5	Finance Act 2004
G2	1	3	2	Role of HMRC
G3	1		5	Registration
G4	1		5	Role of 'scheme administrator'
G5	1	3	2	Tax relief on contributions
G6	1	2	3	Taxation of benefits
G7	1	3	2	Annual and lifetime allowances
G8		1	5	Member protections (primary, enhanced, IP etc)
G9	1	3	2	National Insurance
G10	1	1	4	Contracting out (Pensions Scheme Act 1993)
G11	1	1	4	Impact of abolition of contracting out in 2016
H	Role of advisors and key persons			
H1	1	1	4	Officers of the Fire and Rescue Authority
H2	1	2	3	Auditor
H3	1	2	3	Lawyers
H4	1		5	Administrators – in house v. third party
H5	1		5	Procurement of services
H6	1		5	Contracts with third parties
J	Key Bodies connected to the Scheme - an understanding of the roles and powers of:			
J1	1	1	4	Courts
J2	1	3	2	HMRC

J3	2	1	3	Information Commissioner
J4	1	1	4	Pensions Advisory Service
J5	2	2	2	Pensions Ombudsman
J6	2	1	3	The Pensions Regulator (including powers in relation to Local Pension Boards)