

The Local Government Pensions Committee  
Secretary: Terry Edwards

## CIRCULAR

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### No. 232 - DECEMBER 2009

## LGPS TRUSTEE TRAINING 'FUNDAMENTALS' REFRESHER COURSE

### Purpose of this circular:

1. This Circular has been issued to update authorities on the forthcoming supplementary regional events to the Trustee training programme "Fundamentals" organised by the Local Government Pensions Committee (LGPC).

### Background

2. Fundamentals is an A-Z bespoke Local Government Pension Scheme training course for elected members which, including this current year, has been attended by almost 700 delegates since the inaugural events in 2002.
3. Announcing Fundamentals in 2002, our aim was stated as delivering a single training course covering all aspects of the Scheme, including both "Benefits" and "Fund" administration, as well as investments, so that elected members could
  - demonstrate compliance with the first of the ten CIPFA principles;
  - Meet the objectives espoused in the Government report on the stock-take of the Local Government Pension Scheme; and
  - adhere to those principles set out in the Pensions Act 2004 that relate to the knowledge and understanding requirements that appertain to trustees of occupational pension schemes.

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[www.lge.gov.uk](http://www.lge.gov.uk)

Managing Director Jan Parkinson

4. The fundamentals course is run on an annual basis, and provides an insight into "trusteeship" for newly elected Committee members whilst also serving as an update/refresher course for longer-serving members. The course is a three day programme, spread over a number of months between October and December.

### **Rationale to a Refresher Event**

5. The intention to run a refresher course was communicated in both Circulars 229 and 230 earlier this year. The LGPS world has certainly not stood still since 2002 and if delegates who attended the inaugural events were to refer back to the reference material they were given at that time it would now be woefully out of date in parts. Indeed, when one looks at the original objectives of the programme (see paragraph 3), the ten CIPFA principles have now become six, the stock-take of the LGPS eventually led to a new-look scheme in England and Wales in 2008 (and similar schemes followed for Scotland and Northern Ireland in 2009); and there have been several Pensions Acts since the one mentioned in 2004.
6. It is appreciated that delegates will have topped up their knowledge base by utilising other training sources and by experience in their roles. In other words, past delegates will have been through a process akin to continuing professional development. However, the Fundamentals course is seen by many as the essential building blocks to "Committee" membership. Indeed in the May 2009 consultation on Governance, CLG stated "Capacity building for existing involved councillors and others is clearly important, and so too is the need to expressly extend the knowledge base of new councillor members of fund committees as well as existing new non-elected and committee participants. Several training events are available. For example, the LGE provides specific events of high quality and a number of very useful pension conferences also provide very good introductory and advanced material for elected members and other members of investment committees."
7. In this context, and in the light of the many changes in the detail of the Fundamentals programme over time, it was decided to devise a one-day refresher course aimed specifically at previous attendees at Fundamentals courses over the years.

### **Intended Audience**

8. It is difficult to be more specific as to the intended audience than is outlined in the previous paragraph. The material is refreshed each year and the programme is remodelled every other year generally speaking. That said, the material being delivered currently is closely aligned to that of 2008, with relatively marginal differences. However, attendees over the period from 2002 to 2007 would notice quite a difference in the material, especially attendees in the earlier years.
9. Whilst Fundamentals Refresher is not limited to Fundamentals delegates between 2002 and 2007, it is specifically targeted at them. There may be a number of others who may benefit from attending but attendance at this refresher course must not be seen as a substitute for new committee/panel members or representatives attending the next 3-day Fundamentals course later in 2010.

## Event details and locations

10. The Fundamentals Refresher Course is being delivered at three locations around the United Kingdom as follows:

Leeds	18 February 2010	Crown Plaza Leeds
London	22 February 2010	Local Government House
Cardiff	24 February 2010	Cardiff Marriott

11. The outline programme for the course is attached at Appendix A, although some flexibility on the course content is built in to include any major developments in the world of local government pensions between now and the time the courses run.

## Certificate of Attendance

12. Attendees will receive an attendance certificate signed on behalf of the Local Government Pensions Committee after the event. It is vitally important that the delegate's name, as they would wish it to appear on the certificate, is correctly spelt on the on-line events system by the person making the booking as all information is exported from there.

## Cost and booking

13. The delegate rate for each session, inclusive of lunch, refreshments and all delegate material is £199 plus VAT at the standard rate.
14. Early booking is highly recommended as places are limited. Bookings are made via the on-line events booking facility which is part of the Local Government Employers' website at [www.lge.gov.uk](http://www.lge.gov.uk). Please be sure to note our cancellation policy contained in our Terms and Conditions which you will be asked to confirm you have read when completing your booking details on the booking events page. You will also need full delegate details to hand including the address to which the invoice for payment is to be sent.
15. If the session at your preferred location is full and you do not wish to book on one at an alternative location, you are advised to enter your name on the reserves' list at your preferred location. It is important to do so as, not only will you have a priority warning should any cancellations occur, but it also enables the LGPC to judge the level of demand and, potentially, to organise an overflow event.
16. If you experience any difficulties in using the on-line website booking facility, please contact Elaine English, LGPC Executive Officer, by email [elaine.english@lge.gov.uk](mailto:elaine.english@lge.gov.uk)

**Tim Hazlewood**  
**LGPC Training and Development Manager**  
**11 December 2009**

**Fundamentals Refresher**

10.00	<b>Registration and Coffee</b>
10.30	<b>Introduction and Session 1</b>
	<b>Changes to the Benefit framework</b>
	Changes to IDRPs 2004
	HMRC Simplification in 2006
	Communication Policy Statements 2006
	Pension Administration Strategies 2007
	New look scheme in England and Wales in 2008
	New look schemes in Scotland and Northern Ireland in 2009
	Cost Sharing in 2010
	<b>Changes to the Investments framework</b>
	Governance Compliance Statements introduced in 2007
	CIPFA Principles remodelled in 2009
	Institutional Shareholders' Committee Code on the responsibilities of institutional investors 2009
	New Investment Regulations in force 1 January 2010
	<b>Asset Allocation</b>
	Strategic Asset Allocation
	Determining appropriate asset allocation relative to scheme liabilities
12.30	<b>Lunch</b>
13.30	<b>Session 2</b>
	<b>"Back to Basics" – Investment Vehicles</b>
	Cash (including Money Market Funds)
	Commodities
	Corporate Bonds
	Currency Funds
	Emerging Markets
	Hedge Funds
	Infrastructure
	Overlays
	Private Equity
15.30	<b>Close</b>

*Timings and content subject to fluctuation*

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