

<b>Subject</b>	<b>Member Learning and Development Plans</b>	<b>Status</b>	For Publication
<b>Report to</b>	Local Pension Board	<b>Date</b>	20 February 2025
<b>Report of</b>	Head of Governance and Corporate Services		
<b>Equality Impact Assessment</b>	Not Required	Attached	No
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## 1 **Purpose of the Report**

To seek the Board's views on proposed Member Individual Learning and Development Plans, including a skills matrix, for providing all members with individually tailored plans to continue to increase members' knowledge and skills.

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## 2 **Recommendations**

2.1 Members are recommended to:

- a. **Comment on and make a recommendation to the Authority to approve the Member Learning and Development Plan template set out at Appendix A.**
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## 3 **Link to Corporate Objectives**

3.1 This report links to the delivery of the following corporate objectives:

### **Effective and Transparent Governance**

To uphold effective governance showing prudence and propriety at all times.

Given the nature of the activity undertaken by the Authority and LPB it is vital that elected members are provided with and undertake appropriate learning and development to enable them to carry out their roles effectively. There are a range of regulatory requirements and accepted governance standards in this area with which the Authority and LPB needs to comply.

## 4 **Implications for the Corporate Risk Register**

4.1 The actions outlined in this report specifically address the identified risk contained within the corporate risk register in relation to the knowledge and skills of Authority and LPB members.

## 5 **Background and Options**

- 5.1 The importance of member knowledge and skills for performing their roles on the Authority and the Local Pension Board is well understood and is further explained in the background and context to the Member L&D Strategy elsewhere on this agenda.
- 5.2 Members are aware that there has been a substantial emphasis on providing suitable learning and development opportunities over the last few years. This is kept under review each year and the assessment takes into account feedback from a range of sources, including directly from individual members, from the Board and the Audit & Governance Committee's annual effectiveness reviews, the independent governance review, results of national knowledge assessment etc.
- 5.3 As part of aiming for continuous improvement, and based on the feedback from the reviews above, and assessment of compliance with TPR's General Code, an action was identified to develop a skills matrix and individual member learning and development plans to further support members and increase knowledge and skills.
- 5.4 A template individual L&D plan has been drafted. The skills matrix has been incorporated into this and will be used to record the skills, knowledge, and experience of members. It is not intended to be an exhaustive list of matters we should consider, and the skills required will vary according to the needs of the relevant body and the role within it.
- 5.5 The aim of the process will be to provide an opportunity on an annual basis to reflect on the overall knowledge, skills and experience individual members bring to their role – for this to be assessed more holistically than relying solely on one metric of the results from the national knowledge assessment, and for this to be carried out as a self-assessment, then discussed on a one-to-one basis with a member of the Governance team in order to identify any specific gaps or training needs for the year ahead and to agree on a plan to meet these needs. This may include planned attendance at the various events within the annual programme set out in the Member L&D Strategy, support to attend particular external training courses or conferences, and any other learning and development activity in particular areas – using methods such as e-learning, webinars, reading or through briefings / discussion with advisers, gaining particular experience and so on.
- 5.6 The knowledge, skills and experience assessment is designed to include relevant measures (scores and self-assessment ratings) across the areas of:
  - a. Core knowledge – scores for each of the eight areas in the National Knowledge Assessment. This will be pre-populated by the governance team.
  - b. Self-assessment ratings of key aspects of knowledge and understanding and how this is kept up to date.
  - c. A list of any relevant areas of experience that the individual brings to their role.
  - d. Self-assessment ratings of behaviours and skills.
- 5.7 The items within each section are drawn from those considered essential to carrying out the role of Authority or Local Pension Board member and have been developed with reference to CIPFA's knowledge and skills framework and to the Pensions Regulator's guidance.
- 5.8 The Member Learning and Development Plan will also be used to help members record the training undertaken during each year and provide feedback on its usefulness and suitability.
- 5.9 The draft forms are attached at Appendix A. Members are asked to note that the skills matrix assessment part of the process will be produced in a user-friendly online form for completion rather than the format presented in the Appendix.

- 5.10 The intention is to implement the process, once approved, early in the 2025/26 financial year in order to develop individual learning plans for members for the year ahead.
- 5.11 The Board are asked to review and comment on the Member Individual Learning and Development Plan draft template and proposed process and make a recommendation to the Authority.

**6 Implications**

6.1 The proposals outlined in this report have the following implications:

Financial	The L&D provision outlined in this report can be resourced within the budgets allocated for member training.
Human Resources	None
ICT	None
Legal	None
Procurement	None

**Jo Stone**

**Head of Governance and Corporate Services & Monitoring Officer**

<b>Background Papers</b>	
<b>Document</b>	<b>Place of Inspection</b>