

## Certificate of Knowledge and Understanding

**Name:**  
Danielle Ashton

TimeStamp  
Produced on 05 Jul 2019 15:08:04

**Positions:**  
PC Member

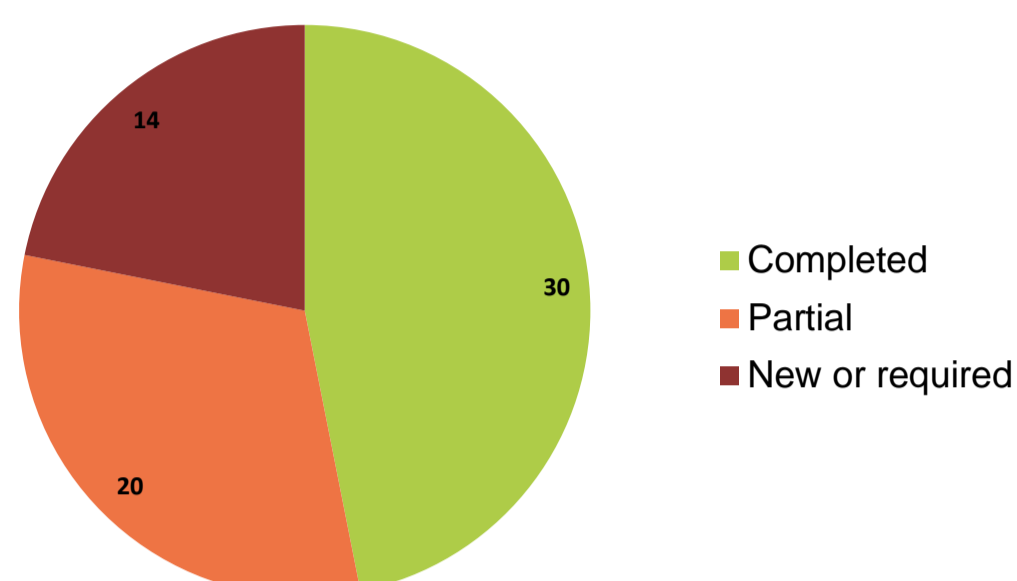
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Calculated as at 31 Mar 2019

**Date appointed to Pension Committee:**

01 Feb 2018

**Competencies**

Based on the courses listed below being attended, the member has the following competency profile.



**General Awareness and Risk Based Training**

Based on the courses listed below being attended, the member achieved the following:

General Awareness Days	
Target	1
2016	3
2017	5
2018	4
2019	1

**Courses attended**

The following table lists the courses which the above named person has attended.

Course	Quarter Attended	General Awareness Credit (Days)
LGPS Asset Pooling	30 Jun 2016	
Training Fundamentals 2 - 3 days	31 Dec 2016	3.00
Aon Hewitt Pensions Conference	31 Mar 2017	1.00
LGPS Trustee conference	30 Jun 2017	2.00
PC meeting - 28 September 2017	30 Sep 2017	
Brunel Pooling Engagement day	31 Dec 2017	
LGA Fundamentals course - day 2	31 Dec 2017	1.00
LGA Fundamentals course - day 3	31 Dec 2017	1.00
PC training day - 15 February 2018	31 Mar 2018	1.00
ISC meeting	30 Jun 2018	
PC Meeting	30 Jun 2018	
PC Meeting - 20 Sept 2018	30 Sep 2018	
PC Training day - 19 September 2018	30 Sep 2018	
Brunel Engagement Day	31 Dec 2018	
LAPFF Annual Conference (3 days)	31 Dec 2018	3.00
PC Meeting - 18 Dec 2018	31 Dec 2018	
National Framework Working Group for Administration Software provider	31 Mar 2019	
PC Training day - 26 March 2019	31 Mar 2019	1.00

## Training Plan

### Required Competencies

Competency	Subject	Sub-Heading	Level of understanding required
The role and statutory responsibilities of the Accounting Officer.	Pensions legislative and governance context	General constitutional framework	Basic
Consultation, communication and involvement options relevant to the stakeholders.	Pensions legislative and governance context	General constitutional framework	Basic
The role of pension fund committees in relation to the fund, administering authority, employing authorities, scheme members and taxpayers.	Pensions legislative and governance context	General constitutional framework	Detailed
An understanding of what additional voluntary contribution arrangements exist and the principles relating to the operation of those arrangements, the choice of investments to be offered to members, the provider's investment and fund performance report and the payment schedule for such	Pensions legislative and governance context	Pension Fund information	Basic
Knowledge of other documentation relating to the EAPF as listed in TPR Code.	Pensions legislative and governance context	Pension Fund information	Basic
Knowledge of the key documents of the EAPF as detailed within the EAPF Training Policy for new members.	Pensions legislative and governance context	Pension Fund information	Basic
Understanding of how conflicts of interest are identified and managed	Pensions legislative and governance context	Pension scheme governance	Basic
The LGPS main features and in particular the key strategy documents required and associated guidance (mainly statutory and CIPFA).	Pensions legislative and governance context	Pension scheme governance	Detailed
The role of the Scheme Advisory Board and how it interacts with other bodies in the governance structure.	Pensions legislative and governance context	Pensions regulators and advisors	Basic
The Environment Act 1995 and the history of the EAPF	Pensions legislative and governance context	Public sector specific legislative framework	Detailed
LGPS discretions and how the formulation of the discretionary policies impacts on the pension fund, employers and local taxpayers.	Pensions legislative and governance context	Scheme-specific legislation	Basic
The role of the administering authority in relation to the LGPS.	Pensions legislative and governance context	Scheme-specific legislation	Detailed
The requirements of the TPR Code of Practice	Pensions legislative and governance context	The Pension Regulator's requirements	Detailed
Knowledge of the pensions administration strategy and delivery (including, where applicable, the use of third party suppliers, their selection, performance management and assurance processes).	Pensions administration	Administration strategy	Basic

An understanding of the best practice in pensions administration, e.g. performance and cost measures	Pensions administration	Best practice	Basic
Knowledge of how discretionary powers operate	Pensions administration	Discretions	Basic
Understanding of the required and adopted scheme policies and procedures relating to: - member data maintenance and record-keeping procedures - internal dispute resolution	Pensions administration	Policies and procedures	Basic
An understanding of how the pension fund interacts with the taxation system in the UK and overseas in relation to benefits administration.	Pensions administration	Taxation	Basic
The role of both internal and external audit in the governance and assurance process.	Pensions accounting and auditing standards		Basic
The legislative requirements relating to the role of the committee and individual members in considering and signing off the accounts and annual report.	Pensions accounting and auditing standards		Basic
Understanding of the Accounts and Audit Regulations and legislative requirements relating to internal controls and proper accounting practice.	Pensions accounting and auditing standards		Basic
An understanding of the role played by third party assurance providers.	Pensions accounting and auditing standards		Basic
The Myners principles of performance management (i.e. of Fund Managers) and the approach adopted by the Administering Authority.	Investment performance and risk management	Performance of advisors	Basic
The range of support services, who supplies them and the nature of the performance monitoring regime.	Investment performance and risk management	Performance of support services	Basic
An understanding of how the pension fund monitors and manages the performance of their outsourced providers.	Financial services procurement and relationship management	Monitoring	Basic
The nature and scope of risks for the pension fund and of the importance of considering risk factors when selecting third parties.	Financial services procurement and relationship management	Supplier risk management	Basic
The main public procurement requirements of UK and EU legislation.	Financial services procurement and relationship management	Understanding public procurement	Basic
The primary importance of the investment strategy decision	Financial markets and products knowledge	Financial markets	Detailed
A general awareness of the importance of the employer covenant and the relative strengths of the covenant across fund employers.	Actuarial methods, standards and practices	Covenant	Detailed
A general understanding of the role of the fund actuary	Actuarial methods, standards and practices	Fund Actuary	Detailed
Considerations in relation to outsourcing and bulk transfers.	Actuarial methods, standards and practices	Outsourcing	Detailed

The importance of monitoring funding at an employer level, including risk sharing arrangements.	Actuarial methods, standards and practices	Valuations	Detailed
The importance of monitoring early and ill health retirement strain costs.	Actuarial methods, standards and practices	Valuations	Basic
The implications of including new employers into the fund and of the cessation of existing employers.	Actuarial methods, standards and practices	Valuations	Detailed

The following competencies will **require renewal over the next year**

Competency	Subject	Sub-Heading	Renewal Quarter	Level of understanding
Appreciation of the boundaries under financial services law and where carrying on investment activities requires FCA authorisation	Pensions legislative and governance context	Investment Pooling	30 Jun 2019	Basic
Knowledge of the stakeholders of the pension fund and the nature of their interests.	Pensions legislative and governance context	Pension scheme governance	31 Dec 2019	Basic
Understanding of how breaches in law are reported.	Pensions legislative and governance context	Pension scheme governance	31 Dec 2019	Basic
Knowledge of how pension fund management risk is monitored and managed	Pensions legislative and governance context	Pension scheme governance	31 Dec 2019	Basic
The Myners principles and associated CIPFA guidance.	Pensions legislative and governance context	Pension scheme governance	31 Dec 2019	Basic
The roles and powers of the DCLG, the Pensions Regulator, the Pensions Advisory Service and the Pensions Ombudsman	Pensions legislative and governance context	Pensions regulators and advisors	31 Dec 2019	Basic
<del>relate to the workings of the scheme</del> The main features of the Superannuation Act 1972 and Public Services Pensions Act 2013	Pensions legislative and governance context	Public sector specific legislative framework	31 Dec 2019	Basic
The Myners principles and the need to set targets for the committee and to report against them.	Investment performance and risk management	Performance of the committee	31 Dec 2019	Basic
The background to current public procurement policy and procedures, and of the values and scope of public procurement and the roles of key decision makers and	Financial services procurement and relationship management	Understanding public procurement	31 Dec 2019	Basic
The workings of the financial markets and of the investment vehicles available to the pension fund and the nature of the associated risks	Financial markets and products knowledge	Financial markets	31 Dec 2019	Basic
Understanding of which assets and investments may sit outside of the investment pool, and their nature and characteristics	Financial markets and products knowledge	Investment Pooling	31 Dec 2019	Basic
An understanding of the Funds' Responsible Investment Policy and compliance with the UK Stewardship Code.	Financial markets and products knowledge	Investment strategy	31 Dec 2019	Basic
The risk and return characteristics of the main asset classes (equities, bonds, property).	Financial markets and products knowledge	Investment strategy	31 Dec 2019	Basic
An understanding of how the pension fund interacts with the taxation system in the UK and overseas in relation to investments	Financial markets and products knowledge	Taxation	31 Dec 2019	Basic

### Suggested Upcoming Courses

Based on the upcoming courses input into this model, the following courses would contribute to covering some of the required competencies for this member.

Course Description	Quarter
N/A	N/A