

# Pension Fund Trustee and LGPS Training Programme

- Have you ever thought about becoming a pension scheme trustee or rep on the Local Government Pension Scheme?
- Are you already a trustee or rep, but would like some independent training carried out by trade union experts and sponsored by your union?
- Four pilot courses are being held in November and December, at no cost to branches, except travel.

These four courses will cover everything you need to know about how pension schemes work including:

- How they are administered and governed
- Our responsibilities as representatives
- Delivering benefits
- Investment strategies
- Responsible investment – what is it – how is it done?
- Engagement with companies and other investors
- On-line networking with other UNISON pension activists.

## Why is the training so important?

A pension scheme rep has one of the most responsible tasks in the trade union movement. They look after other workers' savings, making sure that pensions can be paid and making sure that funds are invested responsibly.

UNISON members' pension schemes have an estimated value of £300bn – much of this money has to be invested to make sure there is enough money to pay the pensions for current pensioners and those who will rely on them in the future.

All funded pension scheme boards must now have at least one third of the reps taken from scheme members. The LGPS will shortly be moving to more representation by scheme members.

## Who is the training aimed at?

Any UNISON member who wants to find out more about how pension funds work or current pension scheme reps who want to find out about the latest, up-to-date issues.

The courses are designed and aimed at all trade union members and activists.

## Who will provide the training?

We have commissioned pension scheme experts who work closely with trade unions. Some of these are former trade union employees.

## What knowledge will I need?

None, just a commitment to learning and a commitment to protecting and advancing our members' savings.

Now, more than ever, UNISON pension scheme members need their union to organise and train union reps. Join us and we will train and support you in this vital role.

## About trustees

For the first time in our history, scheme members now have a right to become trustees. This will soon apply in the LGPS. The government reserved the right to move 50% and the trade unions are pushing for it..

This means, whilst we can have control over our savings, the union has a vital role in organising, training and supporting our reps. UNISON has committed considerable resources to do this.

## So why do you need to be involved?

All the evidence shows that the best people to govern pension scheme investments are representatives of the savers themselves. The scheme assets belong to you and your fellow workers and pensioners. Becoming a rep or helping support your reps or scheme trustees is vital for the future. With active trustees, pension funds can achieve important change:

- improve investment income to schemes to protect their current value and future viability
- challenge companies and governments to go green
- invest in companies that make products we want
- help challenge oppressive governments
- make drug companies supply cheap AIDS medicines
- raise labour standards and deliver on equal pay

All this has been achieved by active pension funds through what the trade union movement calls 'Capital Stewardship' – using the power of workers' own savings, our collective ownership of companies and the other assets we own.

## Module 1a: Trustee rights and responsibilities

*A two-day course in central London,  
11/12 November*

The course includes:

- Pension scheme design and benefit structure
- Introduction to trusteeship (role of trustee, summary of duties)
- Legal requirements (duties under the Pensions Acts, discrimination legislation, data protection etc)
- Documentation: finding your way round the rules
- Trustee meetings: agendas, minutes and papers; relations with advisers; conflicts of interest
- Moving forward: election and appointment rules, training and networking

## Module 1b: LGPS representation and governance

**Aimed at LGPS members only**

*A two-day course in central London,  
11/12 November*

- Background: reform of the LGPS, proposals for risk sharing and the need for greater member involvement
- Basic structure of the LGPS
- An introduction to local government law: committee structures and the role of elected members
- Conflicts of interest
- DCLG proposals for governance statements
- Dealing with individual cases: entitlements to benefits and resolution of disputes
- Responsibilities to members: disclosure, and confidentiality. Employers' obligations to consult (including exercise: what information is useful and how to get it)
- Moving forward: scope for greater involvement, training and networking

## Module 2: Providing the benefits and investments

*A two-day course central London,  
25/26 November*

- Principles of Actuarial Valuations
- How to do a valuation
- Understanding your actuarial valuation
- Legislative framework
- The employer covenant
- Retirement factors
- Basic understanding of investments
- Understanding of the main investment asset classes and their characteristics – income production, capital gain, valuation, marketability, costs of ownership
- Investment portfolio structures and styles
- Setting investment policy
- Choosing and monitoring investment managers

## Module 3: Responsible Investment and Capital Stewardship

*A two-day course central London,  
8/9 December*

- Ownership of assets rights and responsibilities
- Myners Principles – United Nations Principles for Responsible Investment
- Corporate governance
- Environmental investing
- Social investing
- Long term and universal ownership

## Booking your place

Please fill in the form overleaf and return. Alternatively apply for an application form from: UNISON Learning and Organising Services, 1 Mabledon Place, London WC1H 9AJ  
Email: [Learning&OrganisingEnquiries@unison.co.uk](mailto:Learning&OrganisingEnquiries@unison.co.uk)

Fax 0207 551 1758. To discuss the course call Colin Meech 0207 551 1595

**Capital  
Stewardship  
Programme**

# UNISON NATIONAL ACTIVIST EDUCATION TRAINING APPLICATION FORM

Please complete this form signed by your Branch Secretary and return to: UNISON Learning & Organising Services  
1 Mabledon Place, London WC1H 9AJ Email: Learning&OrganisingEnquiries@unison.co.uk Fax: 0207 551 1758

Please ensure that the form is returned by the closing date. Places on courses can not be guaranteed and applicants should not make travel arrangements etc until their place has been confirmed by LAOS. We will only accept email applications when they are transmitted by your branch secretary and convey all the information we have request on our form.

Course Title:			
Date(s):			
Location:			
Surname	Forename	M/F	
MEMBERSHIP NO. <i>(NB We MUST have this)</i>			
Region			
Branch			
Address (for correspondence):		Employer's name:	
		Your job title/occupation:	
		Workplace name and address:	
Postcode:			
Phone: <i>(Please provide the best number to contact you during office hours )</i>			
email:			
Union Activist Positions			
If you hold any union activists positions, what are they and when from/to? Please include previously held positions.			
Name of Your Pension Fund			
Are you a Trustee/LGPS Rep? ( ) Yes ( ) No			
Entered on AMT		Course info sent	

### Accommodation

Do you require accommodation for any night(s) during the course: ( ) Yes ( ) No

If yes please give date(s):

*Please note that LAOS will only meet the costs of accommodation booked by ourselves.*

### Facilities

You should not be put off from applying for a course because of child/dependent care commitments, disability or learning support requirements.

Do you require assistance with child/dependent care to attend courses? Yes ( ) No ( )

If yes, please give details:

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Do you have any access requirements? If yes, please give details:

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Are there any learning support requirements we can provide to make sure that you get the most out of the course? (For example, do you require course materials in a different format, large print, coloured paper):

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### Food

Do you have any special dietary requirements? (please specify):

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### Declaration and signature

The information supplied in this application form is accurate to the best of my knowledge.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section Two: to be completed by the Branch Secretary or Branch Education Officer

No application can be considered unless this section is completed. The member should arrange this.

Branch:	Branch Stamp
Address:	

This application is support by the branch:

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Signature:

Date: