

Table Showing the Pension Fund Methods of Communication and Key messages

Target Group	Method of Communication	Frequency	Key Message
<b>Scheme Members</b> <b>Prospective Scheme members</b> <b>Scheme Employers</b> <b>Administration Staff</b> <b>Other bodies</b> <b>General Public</b>	<b>Pension Fund Website (new and Updated site)</b> <ul style="list-style-type: none"> <li>• Latest News page</li> <li>• Annual Fund Report</li> <li>• LGPS guides</li> <li>• Fact sheets</li> <li>• Pension administration forms</li> <li>• Links to National Websites and LGPS information</li> <li>• Fund investments</li> <li>• Fund voting record</li> </ul>	Continuous development of information to Pension Fund Members	Keep members up to date with scheme details, and changes to legislation. Pension Scams Communications
<b>Scheme Members</b>	<ul style="list-style-type: none"> <li>• Annual Allowance By letter to home address</li> </ul>	Annual by 6 October Each Year	Notification of Pensions Input for those members who exceed the standard Annual Allowance
<b>Active and Deferred Pension Fund Members</b>	<b>Benefit Statements Calculations and costings (e.g. Pension Estimates)</b>	1 Per Year by 31 August	Illustration of pension Benefits. Keep in touch Pension Scam information sent out with benefit statements.
<b>Scheme Pensioners</b>	<b>Pension Payslips</b> <b>Annual Pensioners leaflet</b>	4 payslips issued : 31 March 30 April 31 May 30 June For New Pensioners Electronic payslips are being made available.	Inform members of their pension benefit paid into their bank account each month. Pension Increase Notifications Pension Scam information
<b>Scheme Pensioners</b>	<b>Pension P60</b>	31 May (statutory deadline)	Statutory requirement
<b>Scheme Members benefits (AVC Providers)</b>	<b>Prudential</b> <ul style="list-style-type: none"> <li>• Statements</li> </ul>	<b>Prudential</b> <ul style="list-style-type: none"> <li>• Calculations and Information on members benefits</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Information on Website</li> </ul> <b>Scottish Widows</b> <ul style="list-style-type: none"> <li>• E mail communications</li> </ul>	<ul style="list-style-type: none"> <li>• Pension Portal</li> <li>• Secure E Mail</li> </ul> <b>Scottish Widows</b> <ul style="list-style-type: none"> <li>• Secure E mail</li> <li>• Pension Portal</li> <li>• Written Communication</li> </ul>	Administering members AVC's
<b>Pension Board Meetings</b>	<b>Agenda Meetings Reports Presentations</b>	4 meetings a Year	Information on the Fund Administration
<b>Committee Meetings</b>	<b>Agenda Meetings Reports Presentations</b>	6 per year	Reports presented on the Administration of the Pension Fund for decisions by committee.
<b>Pension Fund Annual General Meetings</b>	<b>Agenda Reports Presentations</b>	1 Per Year	To update the Employers and members of the fund on the performance of investments and the administration of the fund.
<b>Scheme Employers</b>	<b>Ad hoc e-mail alerts Year- end briefings Meetings with employers when requested. Meetings to introduce the McCloud project</b>	1 set of briefings undertaken each year prior to starting year end activity. liaison meetings arranged with larger employers Meetings being arrange with employers to undertake the McCloud project over the coming year..	Making employers aware of their responsibilities regarding the LGPS. Update on fund developments Involvement in Pension Scam Communications
<b>HMRC</b>	<b>HMRC Website HMRC Portal Completion of statutory Forms</b>	Continuous	Providing statutory information
<b>The Pensions Regulator</b>	<b>Pensions Regulator Portal</b>	Required to provide the scheme return on an annual basis.	Providing information as required.

Table Showing the Pension Fund Methods of Communication and Key messages

Target Group	Method of Communication	Frequency	Key Message
	<ul style="list-style-type: none"> <li>• E mails</li> <li>• Consultations</li> <li>• New code of Practice.</li> <li>• Scheme Return</li> <li>• Annual questionnaire</li> </ul>	<p>Response to consultations as required</p> <p>Complete the Annual Questionnaire</p>	
<b>LGA</b>	<p>E mail Notifications</p> <p>LGA Website</p> <p>Meetings</p>	<p>Monthly Bulletins</p> <p>Attend Pension Manager Meetings</p>	Updating the Pension Team
<b>External Auditor</b>	<b>Annual Audit</b>	Audit Meetings	Undertake the External Audit
<b>East Midlands Pension Managers Meeting</b>	<p>Agenda</p> <p>Meetings</p> <p>Reports</p> <p>Presentations</p>	4 Meetings a year	Meet to discuss developments and proposed within the LGPS regulations.
<b>Governance Conference</b>	<b>Conference</b>	Annual Conference	Inform members and Trustees of the main topics of development within the LGPS
<b>Fund Staff</b>	<p>Team Meetings</p> <p>Ad hoc Meetings</p> <p>Consultation</p> <p>Training &amp; Development</p> <p>Website Information</p>	Regular activity	<p>Ensure staff are kept up to date with important information regarding the Service, the employing authority and the world of pensions</p> <p>Feedback on developments</p>
<b>Pension Systems Development (System Provider)</b>	<b>Attend System User Group Meetings</b>	4 per year	Pensions Team to keep up to date with system developments.
<b>Pensions Team</b>	<b>Account Meeting with CIVICA Account Manager</b>	12 Per Year	Monitor the performance of the Pensions Administration System.