

Table Showing the Pension Fund Methods of Communication and Key messages			
Target Group	Method of Communication	Frequency	Key Message
Scheme Members Prospective Scheme members Scheme Employers Administration Staff Other bodies	Pension Fund Website <ul style="list-style-type: none"> • Latest News page • Annual Fund Report • LGPS guides • Fact sheets • Pension administration forms • Links to National Websites and LGPS information 	Continuous development of information to pension Fund Members	Keep members up to date with scheme details, and changes to legislation
Scheme Members	<ul style="list-style-type: none"> • Annual Allowance By letter to home address 	Annual by 6 October Each Year	Notification of Pensions Input for those members who exceed the standard Annual Allowance
Active and Deferred Pension Fund Members	Benefit Statements Calculations and costings (e.g. Pension Estimates)	1 Per Year by 31 August	Illustration of pension Benefits. Keep in touch
Scheme Pensioners	Pension Payslips Annual Pensioners leaflet Pension P60	4 payslips issued : 31 March 30 April 31 May P60 (Stat Deadline) 30 June	Inform members of their pension benefit paid into their bank account each month. Pension Increase Notifications P60 Statutory requirement Please note we are currently investigating electronic payslips.
Scheme Pensioners	Life Certificates	Each Year a selection of life certificates are sent.	It's about maintaining contact, and ensuring that pension payments are paid correctly.
Scheme Members benefits (AVC Providers)	Prudential <ul style="list-style-type: none"> • Leaflets sent out with Annual Benefit Statements • Presentations To Scheme members 	Prudential <ul style="list-style-type: none"> • Leaflets sent out each year. • Presentations more ad hoc • User group meetings 2 per year • Account meeting with the Pension Fund. 	Administering members AVC's

	<ul style="list-style-type: none"> • Fund Attends User Group Meetings • Prudential Portal Scottish Widows <ul style="list-style-type: none"> • E mail communications • Liaison meetings 	<ul style="list-style-type: none"> • Calculations and Information on members Scottish Widows <ul style="list-style-type: none"> • Secure E mail • Pension Portal • Written Communication 	
Pension Board Meetings	Agenda Meetings Reports Presentations	2 per Year	Information on the Fund Administration
Committee Meetings	Agenda Meetings Reports Presentations	6 per year	Reports presented on the Administration of the Pension Fund for decisions by committee.
Pension Fund Annual General Meetings	Agenda Reports Presentations	1 Per Year	Statutory Requirement and to update the Employers and members of the fund on the performance of investments and the administration of the fund.
Scheme Employers	Ad hoc e-mail alerts Year- end briefings Meetings with employers when requested.	1 set of briefings undertaken each year prior to starting year end activity. Regular liaison meetings arranged with larger employers	Making employers aware of their responsibilities regarding the LGPS. Update on fund developments
HMRC	HMRC Website HMRC Portal Completion of statutory Forms	Continuous	Providing statutory information
The Pensions Regulator	Pensions Regulator Portal <ul style="list-style-type: none"> • E mails • Consultations • Scheme Return 	Required to provide the scheme return on an annual basis. Response to consultations as required	Providing information as required.

LGA	E mail Notifications LGA Website Meetings	Monthly Bulletins Attend Pension Manager Meetings	Updating the Pension Team
External Auditor	Annual Audit	Audit Meetings	Undertake the External Audit
East Midlands Pension Managers Meeting	Agenda Meetings Reports Presentations	4 Meetings a year	Meet to discuss developments and proposed within the LGPS regulations.
Trustees Conference	Conference	Annual Conference	Inform members and Trustees of the main topics of development within the LGPS
Pension Administration Office	Team Meetings Liaison Meeting – Finance team Ad hoc Meetings Consultation Appraisal Training & Development Website Information	Regular activity	Ensure staff are kept up to date with important information regarding the Service, the employing authority and the world of pensions Feedback on developments
Pension Systems Development (System Provider)	Attend System User Group Meetings	4 per year	Pensions Team to keep up to date with system developments.
Pensions Team/Systems Team	Account Meeting with CIVICA Account Manager	12 Per Year	Monitor the performance of the Pensions Administration System.
Ad Hoc Communications to members and stakeholders of the fund	Pension Fund Website E mail Communications Letters and information leaflets Payslips	When required	Pension fund initiatives changes to LGPS regulations