

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 General public	Pension Fund Website <ul style="list-style-type: none"> • Latest News • Annual Report • LGPS guides • Fact sheets • Pension administration forms • Links to National Websites and LGPS information • Fund investments • Fund voting record 	Continuous development of information to pension Fund Members	Keep members up to date with scheme details, and changes to legislation. Pension Scams Communications
Scheme Members	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	4 payslips issued: 31 March 30 April 31 May 30 June	Inform members of their pension benefit paid into their bank account each month. Pension Increase Notifications
Scheme Pensioners	Pension P60	31 May (statutory deadline)	Statutory requirement
Scheme Members benefits (AVC Providers)	Prudential <ul style="list-style-type: none"> • Statements • Liaison meeting • Information on Website Scottish Widows <ul style="list-style-type: none"> • E mail communications 	Prudential <ul style="list-style-type: none"> • Account meeting with the Pension Fund. • Calculations and Information on members Scottish Widows <ul style="list-style-type: none"> • Secure E mail 	Administering members AVC's

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	<ul style="list-style-type: none"> Liaison meetings 	<ul style="list-style-type: none"> Pension Portal Written Communication 	
Pension Board Meetings	Agenda Meetings Reports Presentations	moving to 4 per Year	Information on the Fund Administration
Committee Meetings	Agenda Meetings Reports Presentations	8 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	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. liaison meetings arranged with larger employers	Making employers aware of their responsibilities regarding the LGPS. Update on fund developments Involvement in Pension Scam Communications
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 Annual questionnaire 	Required to provide the scheme return on an annual basis. Response to consultations as required Complete the Annual Questionnaire	Providing information as required.
LGA	E mail Notifications LGA Website	Monthly Bulletins Attend Pension Manager Meetings	Updating the Pension Team

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	Meetings		
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.
Governance Conference	Conference	Annual Conference	Inform members and Trustees of the main topics of development within the LGPS
Fund Staff	Team Meetings Ad hoc Meetings Consultation 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	Account Meeting with CIVICA Account Manager	12 Per Year	Monitor the performance of the Pensions Administration System.