| **Table Showing the Pension Fund Methods of Communication and Key messages** |
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| **Target Group** | **Method of Communication** | **Frequency** | **Key Message** |
| **Scheme Members****Prospective Scheme members****Scheme Employers****Administration Staff****Other bodies** | **Pension Fund Website (new and Updated site)*** **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.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 touchPension Scam information sent out with benefit statements. |
| **Scheme Pensioners** | **Pension Payslips****Annual Pensioners leaflet** | 4 payslips issued :31 March30 April31 May30 JuneFor New Pensioners Electronic payslips are being made available. | Inform members of their pension benefit paid into their bank account each month.Pension Increase NotificationsPension Scam information |
| **Scheme Pensioners** | **Pension P60** | 31 May (statutory deadline) | Statutory requirement |
| **Scheme Members benefits (AVC Providers)** | **Prudential** * **Statements**
* **Information on Website**

**Scottish Widows*** **E mail communications**
 | **Prudential*** Calculations and Information on members benefits
* Pension Portal
* Secure E Mail

**Scottish Widows*** Secure E mail
* Pension Portal
* Written Communication
 | Administering members AVC’s |
| **Pension Board Meetings** | **Agenda****Meetings****Reports****Presentations** | 4 meetings a 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 | 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.****Meetings to introduce the McCloud project**  | 1 set of briefings undertaken each year prior to starting year end activity.liaison meetings arranged with larger employersMeetings 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 developmentsInvolvement in Pension Scam Communications |
| **HMRC** | **HMRC Website****HMRC Portal****Completion of statutory Forms** | Continuous | Providing statutory information |
| **The Pensions Regulator** | **Pensions Regulator Portal*** **E mails**
* **Consultations**
* **New code of Practice.**
* **Scheme Return**
* **Annual questionnaire**
 | Required to provide the scheme return on an annual basis.Response to consultations as requiredComplete the Annual Questionnaire | Providing information as required. |
| **LGA** | **E mail Notifications****LGA Website****Meetings** | Monthly BulletinsAttend 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.  |
| **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 pensionsFeedback 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. |