Communication Issue	Target audience	Method	Frequency
Communication Policy	 Employers Members – active, deferred pensioner and deferred pensioner members Prospective scheme members Employee representatives 	 Include in all next issues of newsletters County web site Make available for employers in the fund for their sites 	Initial publicity and then after any future changes to the policy.
Pension Fund report and accounts	EmployersCommitteeDCLG	 Distribution of printed report by post and PDF to all employers On Website 	Annually following approval by Pension Fund Committee
Summary of fund report and accounts	• Members	 Included with the pensioner's annual increase letter Included with one of quarterly newsletter's for active members 	Annually
Pensions Increase Notification	 Pensioner members 	PostPension pages on county public Web site	Annually – in February/March
Annual Benefit statements	ActiveDeferred membersCredit Members	Post to individual members' home addresses, or distributed in sealed envelopes via employers	Annually - to be completed by September
Employers Forum	 Employers in the Oxfordshire Pension Fund 	Meeting	Annually - December
Regular, quarterly newsletters;	 Active Scheme members With one newsletter including summary 	 Paper distribution with assistance from employers. PDF to all 	Quarterly

	of fund accounts active members	employers – can be posted to their intranet or used to email • Available to download from pension pages on the County's public website	
Beneficiaries' Report from the Pension Fund Committee beneficiary's advisor.	 Active members Employee representatives 	 E mail distribution to Employers for notice boards and intra nets Posted to the Pension Fund pages on the County's public website 	Quarterly
Support for employers: Pensions User Group and employer meetings	Employer Human Resource and Payroll contacts	 Meeting and topical presentations Email distribution of agenda On-line 'toolkit' administration guide for all employers on pension pages on County's public website. 	Regular review to keep current
Newsletter		Email newsletter distribution.	Monthly to all employer contacts
Talks and guides		 Introduction to the LGPS and administration for new employers 	Ad hoc

Communication Issue	Target audience	Method	Frequency
LGPS Summary information guide and topic leaflets for members Membership forms Opt out forms	 Prospective and active scheme members Employers for new starters, job application packs to carry out their automatic enrolment duties 	 All forms, leaflets and guides are on the pension pages of the County public website to down load. We do supply paper copies on request Download from County web site Email 	All year.
Provide presentations and talks on LGPS matters Facilaite pensions seminars for Prudential 'Basic LGPS scheme and AVC talks'	 Active members Employers 	 Staff meetings Part of pre retirement courses Induction meetings for new joiners Active members group meetings 	All Ad hoc as required Timings as agreed with the Prudential and individual employer area
Development of electronic information systems, external County Council web site	All targeted audiences should be able to access information, especially from the external site.	Website pages as part of the County Council public site	Regular reviews to provide current information for employers and scheme members