

<b>Communication Issue</b>	<b>Target audience</b>	<b>Method</b>	<b>Frequency</b>
Communication Policy	<ul style="list-style-type: none"> <li>• Employers</li> <li>• Members – active, deferred pensioner and deferred pensioner members</li> <li>• Prospective scheme members</li> <li>• Employee representatives</li> </ul>	<ul style="list-style-type: none"> <li>• Include in all next issues of newsletters</li> <li>• County web site</li> <li>• Make available for employers in the fund for their sites</li> </ul>	Initial publicity and then after any future changes to the policy.
Pension Fund report and accounts	<ul style="list-style-type: none"> <li>• Employers</li> <li>• Committee</li> <li>• DCLG</li> </ul>	<ul style="list-style-type: none"> <li>• Distribution of printed report by post and PDF to all employers</li> <li>• On Website</li> </ul>	Annually following approval by Pension Fund Committee
Summary of fund report and accounts	<ul style="list-style-type: none"> <li>• Members</li> </ul>	<ul style="list-style-type: none"> <li>• Included with the pensioner's annual increase letter</li> <li>• Included with one of quarterly newsletter's for active members</li> </ul>	Annually
Pensions Increase Notification	<ul style="list-style-type: none"> <li>• Pensioner members</li> </ul>	<ul style="list-style-type: none"> <li>• Post</li> <li>• Pension pages on county public Web site</li> </ul>	Annually – in February/March
Annual Benefit statements	<ul style="list-style-type: none"> <li>• Active</li> <li>• Deferred members</li> <li>• Credit Members</li> </ul>	<ul style="list-style-type: none"> <li>• Post to individual members' home addresses, or distributed in sealed envelopes via employers</li> </ul>	Annually - to be completed by September
Employers Forum	<ul style="list-style-type: none"> <li>• Employers in the Oxfordshire Pension Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting</li> </ul>	Annually - December
Regular, quarterly newsletters;	<ul style="list-style-type: none"> <li>• Active Scheme members</li> <li>• With one newsletter including summary</li> </ul>	<ul style="list-style-type: none"> <li>• Paper distribution with assistance from employers.</li> <li>• PDF to all</li> </ul>	Quarterly



Communication Issue	Target audience	Method	Frequency
<p>LGPS Summary information guide and topic leaflets for members</p> <p>Membership forms Opt out forms</p>	<ul style="list-style-type: none"> <li>• Prospective and active scheme members</li> <li>• Employers for new starters, job application packs to carry out their automatic enrolment duties</li> </ul>	<ul style="list-style-type: none"> <li>• All forms, leaflets and guides are on the pension pages of the County public website to download.</li> <li>• We do supply paper copies on request Download from County web site</li> <li>• Email</li> </ul>	All year.
<p>Provide presentations and talks on LGPS matters</p> <p>Facilaite pensions seminars for Prudential 'Basic LGPS scheme and AVC talks'</p>	<ul style="list-style-type: none"> <li>• Active members</li> <li>• Employers</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Part of pre retirement courses</li> <li>• Induction meetings for new joiners</li> <li>• Active members group meetings</li> </ul>	<p>All Ad hoc as required</p> <p>Timings as agreed with the Prudential and individual employer area</p>
<p>Development of electronic information systems, external County Council web site</p>	<p>All targeted audiences should be able to access information, especially from the external site.</p>	<p>Website pages as part of the County Council public site</p>	<p>Regular reviews to provide current information for employers and scheme members</p>