

Communication Issue	Target audience	Method	Frequency
Communication Policy	<ul style="list-style-type: none"> • Employers • Members – active, deferred and pensioner • Prospective scheme members • Employee representatives 	www.oxfordshire.gov.uk/pensions	Annual review, or where there is a material change
Pensions Increase Notification	<ul style="list-style-type: none"> • Pensioner members 	www.oxfordshire.gov.uk/pensions By post	Annually – in February
Annual Benefit statements	<ul style="list-style-type: none"> • Active • Deferred members 	By post to individuals, either to home addresses via employers	Annually - by August
Employers Forum	<ul style="list-style-type: none"> • Employers in the Oxfordshire Pension Fund 	<ul style="list-style-type: none"> • Meeting 	Annually - December
Newsletter – Reporting Pensions	<ul style="list-style-type: none"> • Active Scheme members • With one newsletter including summary of accounts for pensioners 	<ul style="list-style-type: none"> • Paper distribution with assistance from employers. www.oxfordshire.gov.uk/pensions	Quarterly
Beneficiaries Report from the Pension Fund Committee beneficiary's advisor.	<ul style="list-style-type: none"> • Active members • Employee representatives 	<ul style="list-style-type: none"> • E mail distribution to Employers for notice boards and intra nets • By post www.oxfordshire.gov.uk/pensions	Quarterly
Pensions User Group	<ul style="list-style-type: none"> • Employer Human Resource and Payroll contacts 	<ul style="list-style-type: none"> • Meeting • Email distribution of agenda and action notes. 	Quarterly

Communication Issue	Target audience	Method	Frequency
<p>LGPS Summary information guide</p> <p>Membership forms</p>	<ul style="list-style-type: none"> • Prospective scheme members • Employers for new starters, job application packs 	<ul style="list-style-type: none"> • Paper copies • Download from County web site • Email 	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"> • Active members • Employers 	<ul style="list-style-type: none"> • Staff meetings • Part of pre retirement courses • Induction meetings for new joiners • Active members group meetings 	<p>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 and intranet pages.</p>	<p>All targeted audiences should be able to access information, especially from the external site.</p>		<p>Regular reviews to keep up to date</p>