

PF16 - Annex 1

Communication Issue	Target audience	Method	Frequency	Target completed date
Communication Policy	<ul style="list-style-type: none"> • Employers • Members – active, deferred and pensioner • Prospective scheme members • Employee representatives 	<ul style="list-style-type: none"> • County intranet • County web site • Make available for employers in the fund for their sites 	Initial publicity and then after any future changes to the policy.	<ul style="list-style-type: none"> • First issued in 2006 – now available on website
Pensions Increase Notification – including summary of accounts	<ul style="list-style-type: none"> • Pensioner members 	<ul style="list-style-type: none"> • Post • County Web site • Loaded to website 	Annually	<ul style="list-style-type: none"> • February
Annual Benefit statements	<ul style="list-style-type: none"> • Active • Deferred members 	<ul style="list-style-type: none"> • Post to individuals, either to home addresses via employers • Notes to support statements posted to website 	Annually	<ul style="list-style-type: none"> • Already operational
Employers Forum	<ul style="list-style-type: none"> • Employers in the Oxfordshire Pension Fund 	<ul style="list-style-type: none"> • Meeting 	Annually	<ul style="list-style-type: none"> • Already operational

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Regular, quarterly newsletters; (Will replace and incorporate current ad hoc bulletins and the summary leaflet of accounts)	<ul style="list-style-type: none"> • Active Scheme members 	<ul style="list-style-type: none"> • Paper distribution with assistance from employers or employer can request copy of PDF only. Employer responsibility to distribute. • Available to download from County Web site 	Quarterly	<ul style="list-style-type: none"> • 31 March • 30 June • 30 September • 31 December
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 and information on intra nets 	Quarterly	<ul style="list-style-type: none"> • Already operational • Available electronically from February 2006
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	<ul style="list-style-type: none"> • Already operational

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<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.	<ul style="list-style-type: none"> • Already operational • Available on website
<p>Provide presentations and talks on LGPS matters to scheme members</p> <p>Provide support training to HR and payroll employer representatives on LGPS matters</p> <p>Facilitate 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>	<ul style="list-style-type: none"> • Already operational • Already in operation.
<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>	<ul style="list-style-type: none"> • OCC intra net targets OCC employer information • County web site pages divided into sections reflecting different membership groups • Will be consolidating this information during 2010/11

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<p>Support information administration</p>	<p>Employers in the pension fund</p>	<ul style="list-style-type: none">• 'Toolkit' pages to support administration function, Links to forms they need and why information	<p>Maintained to report changes with User Groups</p>	<ul style="list-style-type: none">• Continually reviewed and kept up to date to reflect changes
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