

<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 and pensioner</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 intranet</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.
Pensions Increase Notification	<ul style="list-style-type: none"> <li>• Pensioner members</li> </ul>	<ul style="list-style-type: none"> <li>• Post</li> <li>• County Web site</li> </ul>	Annually – in February
Annual Benefit statements	<ul style="list-style-type: none"> <li>• Active</li> <li>• Deferred members</li> </ul>	<ul style="list-style-type: none"> <li>• Post to individuals, either to home addresses via employers</li> </ul>	Annually - by December
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; (Will replace and incorporate current ad hoc bulletins and the summary leaflet of accounts) .	<ul style="list-style-type: none"> <li>• Active Scheme members</li> <li>• With one newsletter including summary of accounts for pensioners</li> </ul>	<ul style="list-style-type: none"> <li>• Paper distribution with assistance from employers.</li> <li>• Available to download from County Web site</li> </ul>	Quarterly
Beneficiaries Report from the Pension Fund Committee beneficiary's advisor.	<ul style="list-style-type: none"> <li>• Active members</li> <li>• Employee representatives</li> </ul>	<ul style="list-style-type: none"> <li>• E mail distribution to Employers for notice boards and intra nets</li> <li>• By post and information on intra nets</li> </ul>	Quarterly
Pensions User Group	<ul style="list-style-type: none"> <li>• Employer Human Resource and Payroll contacts</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting</li> <li>• Email distribution of agenda and action notes.</li> </ul>	Quarterly



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LGPS Summary information guide  Membership forms	<ul style="list-style-type: none"> <li>• Prospective scheme members</li> <li>• Employers for new starters, job application packs</li> </ul>	<ul style="list-style-type: none"> <li>• Paper copies</li> <li>• Download from County web site</li> <li>• Email</li> </ul>	All year.
Provide presentations and talks on LGPS matters  Facilaite pensions seminars for Prudential 'Basic LGPS scheme and AVC talks'	<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>	Ad hoc as required  Timings as agreed with the Prudential and individual employer area
Development of electronic information systems, external County Council web site and intranet pages.	All targeted audiences should be able to access information, especially from the external site.		Regular reviews to keep up to date