

Communication Issue	Target audience	Method	Frequency
Communication Policy	<ul style="list-style-type: none"> • Employers • Members – active, deferred pensioner and deferred pensioner members • Prospective scheme members • Employee representatives 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Employers • Committee • DCLG 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Members 	<ul style="list-style-type: none"> • Included with the pensioner's annual increase letter • Included with one of quarterly newsletter's for active members 	Annually
Pensions Increase Notification	<ul style="list-style-type: none"> • Pensioner members 	<ul style="list-style-type: none"> • Post • Pension pages on county public Web site 	Annually – in February/March
Annual Benefit statements	<ul style="list-style-type: none"> • Active • Deferred members • Credit Members 	<ul style="list-style-type: none"> • Post to individual members' home addresses, or distributed in sealed envelopes via employers 	Annually - to be completed by September
Employers Forum	<ul style="list-style-type: none"> • Employers in the Oxfordshire Pension Fund 	<ul style="list-style-type: none"> • Meeting 	Annually - December
Regular, quarterly newsletters;	<ul style="list-style-type: none"> • Active Scheme members • With one newsletter including summary 	<ul style="list-style-type: none"> • 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	
		<ul style="list-style-type: none"> Available to download from pension pages on the County's public website 	
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 Posted to the Pension Fund pages on the County's public website 	Quarterly
Support for employers: Pensions User Group and employer meetings Newsletter Talks and guides	<ul style="list-style-type: none"> Employer Human Resource and Payroll contacts 	<ul style="list-style-type: none"> Meeting and topical presentations Email distribution of agenda On-line 'toolkit' administration guide for all employers on pension pages on County's public website. Email newsletter distribution. Introduction to the LGPS and administration for new employers 	Quarterly Regular review to keep current Monthly to all employer contacts Ad hoc

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<p>LGPS Summary information guide and topic leaflets for members</p> <p>Membership forms Opt out forms</p>	<ul style="list-style-type: none"> • Prospective and active scheme members • Employers for new starters, job application packs to carry out their automatic enrolment duties 	<ul style="list-style-type: none"> • All forms, leaflets and guides are on the pension pages of the County public website to download. • We do supply paper copies on request Download from County web site • Email 	All year.
<p>Provide presentations and talks 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>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>