

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

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LGPS Summary information guide Membership forms	<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.
Provide presentations and talks on LGPS matters Facilaite pensions seminars for Prudential 'Basic LGPS scheme and AVC talks'	<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 	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