

Communication Timetable 2016/2017

Month	Activity						
	Active Scheme Members	Scheme employers	Prospective Scheme members	Deferred Scheme members	Retired Scheme members	Dependant Scheme members	Fund staff
April	Direct letter on - End of Contracting out Electronic Annual Benefit Statements Member Self Service	Spring Employer Forums Employer Training Workshops Importance of clean data bulletin			Payslip	Payslip	Monthly team meeting Service Meeting Joint Communication Group
May				Annual Benefit Statements Newsletter	Payslip including life time allowance % Newsletter	Payslip including life time allowance %	Monthly team meeting Service Meeting LGA Communications Working Group
June		Employer Covenant Questionnaire Valuation briefing for Council CFOs					Monthly team meeting Service Meeting

		Summer Update Bulletin					
July		Funding Strategy Statement Consultation Employer Satisfaction Survey					Monthly team meeting Service Meeting
August	Annual Benefit Statements Newsletter						Monthly team meeting Service Meeting
September		Autumn Update Bulletin Employer Training Workshops	Scheme Promotion Newsletter	Second communication regarding electronic Annual Benefit Statements			Monthly team meeting Service Meeting
October	Member Survey		Member Survey	Member Survey	Member Survey	Member Survey	Monthly team meeting Service Meeting
November	Annual Report and Statement of Accounts	Annual Report and Statement of Accounts Provision of individual employer	Annual Report and Statement of Accounts	Annual Report and Statement of Accounts	Annual Report and Statement of Accounts	Annual Report and Statement of Accounts	Annual Report and Statement of Accounts Monthly team meeting

		valuation results					Service Meeting
December		Winter Employer Forum Winter Update Bulletin					
January		Employer Training Workshops					Monthly team meeting Service Meeting
February			Scheme Promotion Newsletter				Monthly team meeting Service Meeting
March					Newsletter		Monthly team meeting Service Meeting
Ad Hoc Communications	LGSS Pensions Website	LGSS Pensions Website Training Workshops Pension Bulletins	LGSS Pensions Website LGSS Welcome Events Posters	LGSS Pensions Website	LGSS Pensions Website	LGSS Pensions Website Annual review of entitlement	LGSS Pensions Website Regional Pensions Officer Groups Pension Managers Annual Conference Pensions

							<div>Committee</div> <div>Valuation Report</div> <div>CLASS User Group/AGM</div>
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*Must be an active scheme member as at 31 March in the financial year that the statement relates.