

CAMBRIDGESHIRE PENSION FUND



Pension Fund Committee

Date: 13th June 2019

Report by: Head of Pensions

Subject:	Cambridgeshire Pension Fund – 2019/20 Communication Plan
Purpose of the Report	To present the Cambridgeshire Pension Fund Communication Plan for the 2019-20 scheme year to the Pension Fund Committee.
Recommendations	The Pension Fund Committee are asked to approve the Communication Plan located in appendix 1.
Enquiries to:	Name - Cory Blose – LGSS Employer Services and Systems Manager Tel – 01604 367264 E-mail – cblose@northamptonshire.gov.uk

1. Background

1.1 The Local Government Pension Scheme Regulations 2013 (The Regulations) requires the Pension Fund to prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers.

61. (1) *An administering authority must prepare, maintain and publish a written statement setting out its policy concerning communications with—*

- (a) *members;*
- (b) *representatives of members;*
- (c) *prospective members; and*
- (d) *Scheme employers.*

(2) *In particular the statement must set out its policy on—*

- (a) *the provision of information and publicity about the Scheme to members, representatives of members and Scheme employers;*
- (b) *the format, frequency and method of distributing such information or publicity; and*
- (c) *the promotion of the Scheme to prospective members and their employers.*

(3) *The statement must be revised and published by the administering authority following a material change in their policy on any of the matters referred to in paragraph (2).*

- 1.2 The enclosed Communication Plan forms part of that policy as required by the Regulations and sets out the communication activities for the 2019-20 scheme year.
- 1.3 The Communication Strategy is not due for review at this time. As a result the Plan has been separated from the Strategy for individual approval.
- 1.4 A Digital Communication Strategy outlining our approach to utilising digital communications will be submitted later on in the year.
- 1.5 The Pension Fund Committee is asked to approve the Communication Plan

2. The Communications Plan

- 2.1 The Communications Plan details the communication that we plan to send to the Fund's stakeholders, including:

Active scheme members
Deferred scheme members
Prospective scheme members
Retired scheme members
Dependant scheme members
Scheme employers
Fund staff

- 2.2 The plan sets firm deadlines for key communications, particularly annual benefit statements, notification of scheme changes, and other engagement activities.

3. Relevant Pension Fund Objectives

Have robust governance arrangements in place, to facilitate informed decision making, supported by appropriate advice, policies and strategies, whilst ensuring compliance with appropriate legislation and statutory guidance. (Objective no 1)
Ensure the relevant stakeholders responsible for managing, governing and administering the Fund, understand their roles and responsibilities and have the appropriate skills and knowledge to ensure those attributes are maintained in a changing environment. (Objective no 3)
Continually monitor and measure clearly articulated objectives through business planning. (Objective no 4)
Continually monitor and manage risk, ensuring the relevant stakeholders are able to mitigate risk where appropriate. (Objective no 5)
Put in place performance standards for the Fund and its employers and ensure these are monitored and developed as necessary. (Objective no 8)
Promote the Scheme as a valuable benefit. (Objective no 12)

Deliver consistent plain English communications to Stakeholders. (Objective no 13)
Provide Scheme members with up to date information about the Scheme in order that they can make informed decisions about their benefits. (Objective no 14)

4. Risk Management

- 4.1 The Pension Fund Committee is responsible for ensuring a Communication Plan is in place and adhered to. The plan helps to ensure that statutory deadlines are met and stakeholders are aware of upcoming communications.
- 4.2 The risks associated with failing to have in place and monitor progress against the Communication Plan has been captured in the Fund risk register as detailed below –

Risk No	Risk	Residual risk rating
5	Information may not be provided to stakeholders as required.	Green
10	Lack of understanding of employer responsibilities which could result in statutory and non-statutory deadlines being missed.	Green

- 4.3 The Fund risk register can be found at the following link -
<https://pensions.cambridgeshire.gov.uk/app/uploads/2019/04/Cambridgeshire-Risk-Register.pdf>

5. Communication Implications

Website	The approved communication plan will be published on the LGSS Pensions website
Internal Communications	The approved communication plan will be distributed internally to officers.

6. Finance & Resource Implications

- 6.1 There are no direct finance and resource implications of approving this plan however, the communication activities themselves will have costs and resource application which will depend entirely on the final specification of each communication activity. The costs associated with delivering these activities have been built into the business plan.

7. Legal Implications

- 7.1 Not applicable

8. Consultation with Key Advisors

- 8.1 Consultation with the Funds advisers was not required for this report.

9. Alternative Options Considered.

9.1 Not applicable

10. Background Papers

10.1 Not applicable

11. Appendices

11.1 Appendix 1 – Cambridgeshire Pension Fund – 2019/20 Communications Plan

Checklist of Key Approvals	
Is this decision included in the Business Plan?	
Will further decisions be required? If so, please outline the timetable here	Not applicable
Is this report proposing an amendment to the budget and/or policy framework?	No
Has this report been cleared by Section 151 Officer?	Sarah Heywood – 30 th May 2019
Has this report been cleared by Head of Pensions?	Mark Whitby – 21 st May 19
Has the Chairman of the Pension Fund Committee been consulted?	Councillor Rogers – 30 th May 2019
Has this report been cleared by Legal Services?	Fiona McMillan - 29 th May 2019