MONTH ACTIVITY **Retired Scheme Scheme employers Prospective Deferred Scheme** Dependant Fund staff **Active Scheme** members **Scheme** members **Scheme members** members members APR Launch of new Payslip Payslip website and website website and website and website Launch of new I aunch of new promotion of selfpromotion of promotion of self-**Employer Training** website website self-service service facility service facility facility Year-end reminder Quarterly Newsletter MAY Scheme Electronic Annual Inform members Communicate Inform members Inform members promotion fact Benefit of Scheme of Scheme of Scheme Scheme changes sheet and changes resulting changes changes resulting from Statements LGPS from LGPS poster resulting from resulting from Inform members LGPS LGPS Amendment Amendment Issue P60's of Scheme Amendment Regulations Amendment Regulations changes Regulations Regulations Issue P60's resulting from Issue P60's LGPS Amendment Regulations

Communication Plan 2018/19



MONTH	ACTIVITY							
	Active Scheme members	Scheme employers	Prospective Scheme members	Deferred Scheme members	Retired Scheme members	Dependant Scheme members	Fund staff	
JUN	Promotions of new website and self-service facility	Employer Training		Promotion of new website and self- service facility	Promotions of new website and self-service facility	Promotions of new website and self-service facility		
Jul	Annual reports & accounts Promotion of Member Self Service	Annual reports & accounts Quarterly Newsletter	Annual reports & accounts	Annual reports & accounts	Annual reports & accounts	Annual reports & accounts	Annual reports & accounts	
AUG	Annual Benefit Statements* Newsletter Promotion of self- service facility			Newsletter				
SEPT		Employer Training	Scheme promotion factsheet and poster					



MONTH	ACTIVITY							
	Active Scheme members	Scheme employers	Prospective Scheme members	Deferred Scheme members	Retired Scheme members	Dependant Scheme members	Fund staff	
OCT		Employer Forums Employer Training						
NOV	Promotion of self- service facility	Employer newsletter						
DEC		Employer Training						
Jan	Promotion of self- service facility							
Feb		Employer Training Quarterly Newsletter	Scheme promotion factsheet and poster					



MONTH	ACTIVITY							
	Active Scheme members	Scheme employers	Prospective Scheme members	Deferred Scheme members	Retired Scheme members	Dependant Scheme members	Fund staff	
Mar	Promotion of self- service facility	Employer Forum			Newsletter Notice of introduction of electronic communications	Newsletter Notice of introduction of electronic communications		
Ad hoc Comms	Website updates	Training Workshops. Pension Bulletins Website updates Valuation Report (every 3 yrs)	Promotional Posters Website updates	Website updates	Website updates	Annual review of entitlement – May/June. Website updates	Website updates Pension Committees	

* Must be an active scheme member as at 31st March in the financial year that the statement relates.

