

# Cambridgeshire Pension Fund

## Pension Fund Committee

Date: 22 July 2021

Report by: Employer Services Manager

Subject: 2021/22 Cambridgeshire Pension Fund Communications Plan

Purpose of the Report: To seek approval of the Fund's Communications Plan for the 2021/22 scheme year.

Recommendation: The Committee is asked to approve the Communications Plan.

Enquiries to: Cory Blose, Employer Services Manager,  
[cory.blose@westnorthants.gov.uk](mailto:cory.blose@westnorthants.gov.uk)

### 1. Background

- 1.1 Regulation 61 of the Local Government Pension Scheme Regulations 2013 state that an administering authority must prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers. The Pension Committee approved a Communications Strategy on 9 October 2020.
- 1.2 The Communications Plan for 2021/22 details the communications activities to be undertaken within the scheme year and has been prepared in line with the Strategy.

### 2. Communications Plan

- 2.1 The Communications Plan included as Appendix 1 outlines the Fund's planned communication activities for the year, on a monthly basis, for each of the Fund's stakeholders.
- 2.2 The Communications Plan highlights Fund activities to communicate details of the rebranding of the pensions team and new contact details to members and employers following the local government reorganisation programme in Northamptonshire.
- 2.3 This also created an opportunity to encourage more members to sign up to their online pension account to help them manage and keep track of their pension benefits and personal information.
- 2.4 It also includes plans to consult with members and employers on changes to the Fund's Investment Strategy Statement and Funding Strategy Statement.
- 2.5 The plan also includes timings for issuing statutory communications and cyclical newsletters, surveys, employer training, and web updates.

#### 4. Relevant Fund objectives

- 4.1 To promote the scheme as a valuable benefit.
- 4.2 To deliver consistent plain English communications to stakeholders.
- 4.3 To provide scheme members with up to date information about the scheme in order that they can make informed decisions about their benefits.
- 4.4 To seek and review regular feedback from all stakeholders and use the feedback appropriately to shape the administration of the Fund. To continually monitor and measure clearly-articulated objectives through business planning.

#### 5. Risk Management

- 5.1 The administering authority is required by legislation to prepare, maintain and publish a written statement setting out its policy concerning communications with members and scheme employers.
- 5.2 The mitigated risks associated with this report has been captured in the Fund's risk register as detailed below:

Risk	Residual risk rating
Information may not be provided to stakeholders as required.	Green
Failure to administer the scheme in line with regulations and guidance	Green

- 5.3 A full version of the Fund risk register can be found at the following link – [Pension Fund Risk Register hyperlink](#)

#### 6. Communication Implications

The Communications Plan will be published on the Fund's website.

#### 7. Finance & Resources Implications

- 7.1 There are no direct finance and resourcing implications of this plan. Ongoing communication costs are picked up in the administration budget.
- 7.2 The Fund's drive to increase electronic communications should save costs in the long term.

#### 8. Legal Implications

- 8.1 Not applicable.

## 9. Consultation with Key Advisers

9.1 Consultation with the Fund's advisers was not required for this report.

## 10. Alternative Options Considered

10.1 Not applicable

## 11. Background Papers

11.1 Communications Strategy

<https://pensions.cambridgeshire.gov.uk/governance/key-documents/cambridgeshire/>

## 12. Appendices

12.1 Appendix 1 – Cambridgeshire Pension Fund Communications Plan

### Checklist of Key Approvals

Has this report been cleared by Section 151 Officer? Sarah Heywood – 8/7/2021

Has this report been cleared by Head of Pensions? Mark Whitby – 25/6/2021

Has the Chair of the Pension Committee been consulted? Councillor Whelan –  
8/7/2021

Has this report been cleared by Legal Services? Fiona McMillan – 28/6/2021