

# CAMBRIDGESHIRE PENSION FUND

Pension Fund Board

27 January 2023

Report by: Head of Pensions

Subject	Communications update.
Purpose of the report	To present updates on the communications strategy, communications plan and website review project.
Recommendations	The Pension Fund Board are asked to review the contents of the report.
Enquiries to:	Sharon Grimshaw, Communications Officer <a href="mailto:sharon.grimshaw@westnorthants.gov.uk">sharon.grimshaw@westnorthants.gov.uk</a>

## 1. Background

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.

Our communications strategy has been updated for 2023 and outlines our strategic approach to communications. It can be found in appendix 1. Our communications plan for 2023/24 details the communications activities to be undertaken within the scheme year and can be found in appendix 2.

The Committee previously approved a review of the Fund's website. Officers have worked with the West Northamptonshire Council Digital team to carry out a user led review of the website. An update on the project and final recommendations for improvement are provided within this report.

## 2. Executive summary

- 2.1 This report gives an update on the communications strategy, communications plan, and website review project for 2023.
- 2.2 Our communications strategy has been updated to reflect current membership and employer numbers, to include a new section on lifestyle communications, and to reflect technological updates on our methods of communication.
- 2.3 Our communications plan will focus on our key projects like McCloud, the pensions dashboard and our website review in addition to statutory communications and promotion of the online pension account for members.
- 2.4 From the research we conducted in our website review we've agreed to focus on restructuring the content of the website.
  - Testing a personalised approach with different search and navigation options.
  - Creating prototypes and testing with members, employers, and the Pensions team.

### 3. Communication updates

3.1 We've made the following changes to our communications strategy for 2023 in appendix 1:

3.1.1 Introduction – the number of employers has been updated from 358 to 352 and members from over 78,000 to over 92,000. The reason for the increase in members is because we decided to include those members that are classed as 'undecided leavers' to be consistent with the annual report and accounts, whereas in the previous strategy these members were left out.

3.1.2 The members per category were updated as follows:

Category	Previous strategy	2023 communications strategy
<b>Active members</b>	27,396	28,911
<b>Deferred members</b>	30,830	42,384
<b>Pensioner members</b>	20,381	21,340

3.1.3 We added a new section on lifestyle communications to reflect how we're trying to make our communications more engaging by linking them around different life events, like getting married, moving in with a partner, starting a family, buying their first home, or getting a promotion.

3.1.4 We added a new section on performance indicators which we plan to benchmark against other Funds once this information becomes available. The key information that we are monitoring is the proportion of members that have registered for their online pension account and the proportion of members that have opted out of electronic communications.

3.1.5 Under methods of communication we removed references to Skype as this is no longer used and added in videos and MS Teams.

3.2 Our communications plan included as appendix 2 outlines our planned communication activities for 2023/24, on a monthly basis, for each of our stakeholders.

3.3 The communications plan shows the completion of our valuation activities, communication for key projects like McCloud and the pensions dashboard and our focus around increasing engagement about pensions in general by supporting activities like Pensions Awareness Week and the Pension Attention campaign.

3.4 It will also include the implementation phase of our website project once the milestones have been agreed with the digital team.

3.5 The plan also includes timings for issuing statutory communications and cyclical newsletters, surveys, and employer training.

3.6 Our website review project (see appendix 3 for more detail) aims to decide whether our member and employer websites still meet the best user needs and will give recommendations on how to improve, move or replace both sites. We've held detailed interviews with members and employers to highlight any issues with the websites' navigation and surveyed over 1,700 people to find out what members and employers most wanted to know about pensions.

3.7 From the findings we've agreed to focus on restructuring the content of the website.

- Testing a personalised approach with different search and navigation options.
- Creating prototypes and testing with members, employers, and the Pensions team.

#### 4. Relevant pension fund objectives

To promote the scheme as a valuable benefit.
To deliver consistent plain English communications to stakeholders.
To provide scheme members with up to date information about the scheme in order that they can make informed decisions about their benefits.
To seek and review regular feedback from all stakeholders and use the feedback appropriately to shape the administration of the Fund.

#### 5. Risk management

5.1 We are required by legislation to prepare, maintain and publish a written statement setting out our 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 The Fund's full risk register can be found on the Fund's website at the following link: <https://pensions.cambridgeshire.gov.uk/governance/key-documents/cambridgeshire/>

#### 6. Communication implications

Direct communications	The communications strategy and communications plan will be published on the Fund's website. The LPB will be updated on the website review at key stages of the project.
-----------------------	--

#### 7. Finance & resources implications

7.1.1 There are no direct finance and resourcing implications of the communications plan in general. Ongoing communication costs are picked up in the administration budget. The cost of any communications activities connected with the business plan activities will be included with the costings in the business plan.

7.1.2 Our drive to increase electronic communications should save costs in the long term.

7.1.3 At the time of publication the final specification and costs of the website review project had not been agreed. Costs will be reported in the 2023/34 business plan.

#### 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 Please see the Business Plan and Medium Term Strategy 2022/23 to 2024/25 on the Fund's website for background to the website review project.

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

## 12. Appendices

12.1 Appendix 1 Communications strategy.

12.2 Appendix 2 Communications plan.

12.3 Appendix 3 Website review update.

### **Checklist of key approvals**

Has this report been cleared by Head of Pensions?	Mark Whitby – 9 January 2023
---	------------------------------