

**CAMBRIDGESHIREPENSION FUND**



**Pension Fund Committee**

**Date:** 24 May 2018

**Report by:** Head of Pensions

<b>Subject:</b>	Cambridgeshire Pension Fund 2018-19 Communication Plan
<b>Purpose of the Report</b>	To present the Cambridgeshire Pension Fund Communication Plan for the 2018-19 scheme year
<b>Recommendations</b>	The Pension Fund Committee are asked to approve the Communication Plan
<b>Enquiries to:</b>	Name -Cory Blose – LGSS Employer Services and Systems Manager E-mail – <a href="mailto:cblose@northamptonshire.gov.uk">cblose@northamptonshire.gov.uk</a>

**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.
- 1.2 Regulation 63(2) requires the statement to set out the format, frequency and method of distributing information or publicity.
- 1.3 The Communication Plan at **Appendix 1** forms part of that policy as required by Regulation 63(2) and sets out the communication activities for the 2018-19 scheme year specifying the time frame for publishing communication items.
- 1.4 The Pension Fund Committee is asked to approve the Communication Plan

**2. The Communications Plan**

- 2.1 The Communications Plan details the communications 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.

### 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. <i>(Objective no 1)</i>
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. <i>(Objective no 3)</i>
Continually monitor and measure clearly articulated objectives through business planning. <i>(Objective no 4)</i>
Continually monitor and manage risk, ensuring the relevant stakeholders are able to mitigate risk where appropriate. <i>(Objective no 5)</i>
Put in place performance standards for the Fund and its employers and ensure these are monitored and developed as necessary. <i>(Objective no 8)</i>
Promote the Scheme as a valuable benefit. <i>(Objective no 12)</i>
Deliver consistent plain English communications to Stakeholders. <i>(Objective no 13)</i>
Provide Scheme members with up to date information about the Scheme in order that they can make informed decisions about their benefits. <i>(Objective no 14)</i>

### 4. Finance & Resources Implications

4.1 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. All planned communication activities for 2018-19 are included in the Fund budget previously agreed in the Business Plan, unless there was an explicit statement in the Business Plan to the contrary.

### 5. Risk Implications

a) Risk(s) associated with the proposal

Risk	Mitigation	Risk Rating
There are no risks associated with this proposal.		

b) Risk(s) associated with not undertaking the proposal

<b>Risk</b>	<b>Risk Rating</b>
Failure to comply with statutory obligations to provide members and scheme employers with certain key communications throughout the scheme year as required by the Occupational and Personal Pension Schemes (Disclosure of Information) Regulations 2013	Red

## 6. Stakeholder Communications

<b>Direct communications</b>	Not applicable
<b>Website</b>	The approved communication plan will be published on the LGSS Pensions website
<b>Internal Communications</b>	The approved communication plan will be distributed internally to officers.

## 7. Legal Implications

7.1 Not applicable

## 8 Consultation with Key Advisers

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 – 2018-19 Communications Plan

<b>Checklist of Key Approvals</b>	
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 Chief Finance Officer/Section 151 Officer?	Sarah Heywood –9 May 2018
Has this report been cleared by Head of Pensions?	Mark Whitby –1 May 2018
Has the Chairman of the Pension Fund Committee been consulted?	Councillor Rogers –9 May 2018

Has this report been cleared by Legal Services?	Sent to Quentin Baker/Fiona McMillan-1 May 2018
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