

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 |
| APR | Launch of new website and promotion of self-service facility | Launch of new website Employer Training Year-end reminder Quarterly Newsletter | Launch of new website and promotion of self-service facility | Launch of new website and promotion of self-service facility | Payslip Launch of new website | Payslip Launch of new website | Launch of new website |
| MAY | Inform members of Scheme changes resulting from LGPS Amendment Regulations | | Scheme promotion fact sheet and poster | Electronic Annual Benefit Statements Inform members of Scheme changes resulting from LGPS Amendment Regulations | Inform members of Scheme changes resulting from LGPS Amendment Regulations | Inform members of Scheme changes resulting from LGPS Amendment Regulations | Communicate Scheme changes resulting from LGPS Amendment Regulations |

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| 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 | | | | |
| OCT | | Employer Forums Employer Training | | | | | |

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| 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 | | | | |
| Mar | Promotion of self-service facility | Employer Forum | | | Newsletter Notice of introduction of electronic communications | Newsletter Notice of introduction of electronic communications | |

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