

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 Issue P60's		Scheme promotion fact sheet and poster Issue P60's	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 Issue P60's

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				

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	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.