

Appendix 2

Communication policy

The Local Government Pension Scheme (Amendment) (No. 2) Regulations 2005 require each administering authority to prepare, maintain and publish a statement by no later than 1 April 2006 setting out its policy on communicating with members, their representatives, prospective members and employers participating in the Pension Fund.

The statement must set out the policy on:

the provision of information and publicity about the Scheme to active members, deferred and pensioner members.

the format, frequency and method of distributing information and publicity.

the promotion of the scheme to prospective members and to other participating employers.

Any change in policy would require the policy statement to be revised and re-published.

For a number of years the Council has adopted a variety of types of communication, and the requirements of the new regulations are only a platform upon which communications can be expanded. However the requirement to produce a formal policy does constitute a major change in practice.

The methods of communication will be as follows:

bi-annual newsletters to active members, deferred and pensioner members. *Newsletters are already produced for active members and other employees not currently members of the LGPS.*

alerts on the Intranet regarding changes to the Local Government Pension Scheme Regulations. *This communication method has been utilised previously.*

an Annual General Meeting. *These meetings have been an annual event since the mid 1990's.*

an Annual meeting with Admitted Body employers. *Such meetings have been held for the last three years.*

briefing notes to employers participating in the Pension Fund, on an as and when required basis.

publicity and option to join forms on a periodic basis to non scheme member employees who are eligible to be members of the LGPS. *The last publicity drive to attract extra scheme membership was conducted in Spring 2005.*

The statements on communication policy and governance policy will be published as a joint document.