

## Appendix 1

### Communication policy

The Local Government Pension Scheme Regulations 2013 require each administering authority to prepare, maintain and publish a policy statement setting out its policy on communicating with members, their representatives, prospective members and their employing authorities.

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

The methods of communication will be as follows:

Access to the Pension pages on IZZI and the external website, with updates as required and links to the LGE Pension website.

An Annual General Meeting.

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

Annual Benefits Statements to current scheme members and those with deferred pensions.

Annual Monitoring of HM Revenues & Customs maxima in respect of the annual growth of individuals LGPS benefits; and notification to those individuals where the limit may be breached.

Every three years from April 2013 the current employees who have opted out of the LGPS are re-enrolled into the scheme, and prior notification is provided to each individual affected.

Notification to be provided to employees who opted out of the LGPS before April 2013 that they will become members of the scheme from October 2017.

Departmental 'roadshows' will be provided on the LGPS, as required.

Pre-Retirement Courses – a session on the LGPS is delivered at these regular events.

Individual counselling: Scheme members, persons in receipt of a Local Government Pension, and former employees with deferred pensions will, on request, be given a private appointment to discuss their pension rights.

Persons in receipt of an LGPS Pension will be notified each April of any inflation proofed increase being applied, together with the payment dates for the next 12 months.

Payment advices will be sent to each pension recipient every March and April, plus in May if an index linked increase occurs. In other months a payment advice will be sent if the net pay differs by more than £2.00 compared to the previous period.

Pension recipients will be sent a P60 statement of earnings by the end of May each year, relating to payments made for the year to 5<sup>th</sup> April.