

## Communications Plan 2014/15 (v1.2)

### Communications Working Group - LGPC Secretariat

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#### 1. Communications Working Group

##### a) Background

The Communications Working Group (CWG), a meeting of communication professionals from Local Government Pension Scheme (LGPS) funds in England and Wales<sup>1</sup> is a collaborative forum, who meets on a quarterly basis to develop items of communication, primarily for scheme members in the LGPS. The group was created and is run by the Local Government Pensions Committee Secretariat (LGPC) (as part of the Local Government Association).

The CWG provides the opportunity for LGPS funds to share knowledge and experience in the field of communications and for this information to then assist the LGPC secretariat in the development and provision of centrally devised communications resources. The group has been in existence for a number of years and is considered a strong example of collaboration in action across the LGPS.

The CWG priorities include the identification of best practice within pension communications generally and the LGPS specifically, exploring the areas where centrally produced communications would save individual LGPS funds financial resources and staff time.

Across the LGPS, all funds have common, mutual objectives in terms of the message they need to communicate to scheme members. The CWG provides for the division of labour and sharing of knowledge, which helps to deliver an improved product for all funds across the LGPS. This is even more evident in the work needed

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<sup>1</sup> Please note that for the LGPS in Scotland the LGPC Secretariat provides a full suite of communication guides and works in collaboration with the Scottish Pensions Liaison Group (SPLG) on specific projects including currently the group developing communications for LGPS 2015.

to implement large communication projects such as LGPS 2008 and LGPS 2014 reform.

The information produced by the LGPC in conjunction with the CWG for LGPS 2014 can be found at:

- [www.lgps2014.org](http://www.lgps2014.org),
- [www.local.gov.uk/web/lgaworkforcepensions/lgps2014comms](http://www.local.gov.uk/web/lgaworkforcepensions/lgps2014comms)

Forthcoming information will be added to the new communications resource section of the lgpsreg.org website available from:

- <http://www.lgpsregs.org/index.php/resources/comms-resources>

Set out below are the terms of reference for the CWG including current membership of the group, role of the rotating chair, link outside the group, frequency of meetings and the role of task driven sub-groups.

### **b) Membership of the Communications Working Group**

The CWG consists of officers from LGPS funds who in the main are tasked with leading on the area of communication for their fund. These officers volunteer their time to attend quarterly meetings held in London. The LGPC are the secretariat for, and facilitate these meetings in their offices to reflect that this is the most convenient location for the group. In addition work will be carried out via email amongst the CWG, where possible.

#### **List of Members**

<b>Name</b>	<b>LGPS Pension Fund</b>
Antony Ellis	West Midlands Pension Fund
Andy Brooks	Gwent (Torfaen) Pension Fund
Ben Altoft	Avon Pension Fund
Carol Haywood	Leicestershire Pension Fund
Cheryl Platts	Buckinghamshire Pension Fund
David Williams	Environment Agency Pension Fund
Dawn Muir	London Pension Fund Authority
Guy Hayton	Merseyside Pension Fund
Heather Chambers (Chair)	Tyne and Wear Pension Fund
Jenny Gregory	West Yorkshire Pension Fund
Jenny Wylie	Oxfordshire Pension Fund
Mandy Judd	Hampshire Pension Fund
Martin Griffiths	Staffordshire Pension Fund
Mathew James	Dyfed Pension Fund
Neil Lewins	London Pension Fund Authority
Rebecca Purfit	Shropshire Pension Fund
Steve Makin	Avon Pension Fund
Zoe Stannard	Wiltshire Pension Fund
<b>Secretariat</b>	
Mary Lambe	LGPC

### c) Terms of Reference

**Membership:** Individuals can put themselves forward for membership of the group to the LGPC secretariat for consideration. To ensure effective debate and discussion can occur, the optimum number which the group aims to retain is 20 members. Once at capacity the group will retain requests for membership from other interested parties and where members leave or are unable to attend meetings then consideration will be made by the secretariat to incorporate these requests.

**Frequency of meetings:** Quarterly meetings held in London with dates agreed by consensus with the CWG. Actions and agreements from CWG meetings to be made available on the resources section of the [lgpsregs.org](http://lgpsregs.org) website.

**Chair:** Each year the secretariat will seek nominations from CWG members for the role of chair, who will preside over each of the quarterly meetings. Where more than one nomination is received the group will undertake a ballot (managed by the secretariat) to determine the chair for that year. The chair shall take over their role each April in line with that year's new annual communications plan.

**Secretariat:** The secretariat will devise the agenda and prepare papers for meetings of the CWG. They will liaise with the group when formulating agendas and look to issue agendas 5 working days before any meeting. The minutes of meetings (taken by the secretariat) will focus on the actions and agreements and be made available to CWG members for review 5 working days after any meeting. The secretariat will also be responsible for the creation of an annual communications plan and will make any final decision about the work that is contained in that plan following consultation with CWG members and in line with the workplan of the LGPC secretariat.

**Link to other structures:** Working and liaising with group such as the Administration and Communications sub-committee, regional communications groups, Pensions Officers Groups, Technical Group etc. In addition the CWG will seek to develop a closer relationship with other public service pension schemes identifying lessons to be learned and best practice across the sector.

**Sub-groups:** Where specific task-based projects are required CWG members to break into sub-groups to deliver that project.

## 2. Communications Plan

Given the success of the LGPS 2014 communication plan it was decided that the CWG would agree an annual plan to detail the areas of work they will be focusing on each year. This is to ensure that all administering authorities pension funds and employers are aware of the items of communication the group is aiming to produce.

The plan sets out the objectives for the year alongside a timeframe for the development of communication items. The secretariat will be responsible for updating the plan in line with developments over the year. See section 3 below for details of the work plan for 2014/15. The items in this plan are over and above the regular items of communication prepared by the LGPC (including, for example the regular suite of member guides).

### 3. Work plan 2014/15

#### Summary (in alphabetical order)

Core topic	Details	Timeframe (aim for delivery)
<b>Aggregation leaflet</b>	<ul style="list-style-type: none"> <li>- Develop a member information leaflet to share with pension funds which will cover the topic of aggregation from April 2014</li> <li>- This will be developed in conjunction with Technical Group</li> </ul>	- Autumn 2014
<b>Annual Benefit Statements (ABS)</b>	<ul style="list-style-type: none"> <li>- Develop template for active ABS for 31 March 2015</li> <li>- Develop guidance notes to accompany the template ABS</li> </ul>	- Spring 2015
<b>LGPS Effective Communications Guide</b>	<ul style="list-style-type: none"> <li>- Updating the effective communications information available on the <a href="#">LGPC's website</a>.</li> <li>- Incorporate information about options relating to electronic communication (including member online/self-service tools)</li> <li>- To include legislative requirements and best practice</li> </ul>	- December 2014
<b>Year-end information 2014/15</b>	<ul style="list-style-type: none"> <li>- Develop excel template for year-end info at 31 March 2015</li> <li>- Develop guidance notes to accompany the template year-end spreadsheet</li> </ul>	- January 2015
<b>LGPS Member Website</b>	<ul style="list-style-type: none"> <li>- Go live with <a href="http://www.lgpsmember.org">www.lgpsmember.org</a> website</li> <li>- This will be the new member website for the LGPS (replacing both <a href="http://www.lgps.org.uk">www.lgps.org.uk</a> and <a href="http://www.lgps2014.org">www.lgps2014.org</a>)</li> <li>- LGPC working on content and delivery - subgroup to review test pages before launch</li> <li>- consider online tool to assist members as part of a drive to focus on the 'affordability' of retirement rather than a retirement age (inc. rule of 85 information)</li> </ul>	- Spring 2015

### **a) Aggregation leaflet**

- Produce: Member factsheet/leaflet on aggregation
- Carried out by: LGPC in conjunction with CWG members and Technical Group
- Timeframe: Document to be created and reviewed by CWG and Technical Group for autumn 2014.
- Available from: LGPS Communications resources page on [www.lgpsregs.org](http://www.lgpsregs.org)

### **b) Annual Benefit Statement**

- Produce: Template for Active ABS 2014/15  
Accompanying guidance notes
- Carried out by: Sub-group (volunteers from CWG)
- Sub Group to include:
- Antony Ellis - WMPF
  - Diane Martin - WMPF
  - David Williams - EAPF
  - Heather Chambers - TWPF
  - Jenny Wylie - Oxfordshire PF
  - Jo Wade - NYPF
  - Mathew James - Dyfed Pension Fund
  - Martin Griffiths - Staffordshire PF
  - Neil Lewins - LPFA
  - Rebecca Purfit - Shropshire PF
  - Cheryl Morrell - Shropshire PF
  - Steve Jones - MPF
  - Steve Makin - Avon PF
  - Representatives from 4 pensions administration software suppliers
- Timeframe: Final template and guidance ready for release in Spring 2015 (this is to allow funds to review and use as part of their systems development for ABSs)
- Available from: LGPS Communications resources page on [www.lgpsregs.org](http://www.lgpsregs.org)

### **c) LGPS Effective Communications Guide**

- Produce: LGPC to deliver a document detailing legislative requirements relating to communications and cover considerations in the development of effective communications in the LGPS
- Carried out by: CWG to review documentation as well as provide possible examples etc.

All CWG to review, development led by LGPC secretariat.

Timeframe: Delivered by December 2014

Available from: LGPS Communications resources page on [www.lgpsregs.org](http://www.lgpsregs.org)

#### **d) Year-end information**

Produce: Template spreadsheet for year-end data  
Accompanying guidance notes

Carried out by: Sub-group (volunteers from CWG)  
Work expected to be carried out via email.

Sub Group to include:

- Carol Haywood - Leics PF
- Guy Hayton - MPF
- Technical Officer - MPF
- Jo James - Gwent (Torfaen) Pension Fund
- Rebecca Purfit (Shropshire PF)
- Cheryl Morrell (Shropshire PF)
- Diane Martin (WMPF)

Timeframe: Final template and guidance ready for release by January 2015  
(this is to allow funds to review and use as part their year-end processes with employers)

Available from: LGPS Communications resources page on [www.lgpsregs.org](http://www.lgpsregs.org)

#### **e) LGPS Member Website**

Produce: LGPC delivering new member website [www.lgpsmember.org](http://www.lgpsmember.org)

Carried out by: Review group of website (volunteers from CWG).  
Review work expected to be carried out via email.

Review group to include:

- Andy Brooks - Gwent (Torfaen) Pension Fund
- Antony Ellis - WMPF
- Cheryl Platts - Bucks PF
- David Williams - EAPF
- Heather Chambers - TYPF
- Jenny Gregory - WYPF
- Jenny Wylie - Oxfordshire PF
- Paul Brooks - MPF

Timeframe: Delivered by Spring 2015

Available from: [www.lgpsmember.org](http://www.lgpsmember.org)

Please note that the CWG discussed developing a more detailed factsheet on AVCs to assist members particularly around aggregation. Given the need for miscellaneous amending regulations to mimic policy intent as well as any possible impact which the Budget 2014 proposals may have, the CWG felt that for now they should hold back from devising any further detailed member information on this topic until further clarity is available.

**Further information**

If you have any queries regarding the information in this document please contact Mary Lambe [mary.lambe@local.gov.uk](mailto:mary.lambe@local.gov.uk).

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