

## **COMMUNICATION POLICY STATEMENT**

### **LINCOLNSHIRE COUNTY COUNCIL**

#### **LOCAL GOVERNMENT PENSION SCHEME**

Lincolnshire County Council, as administering authority for the Local Government Pension Scheme, is required by statute to publish a communications policy statement. The Fund communicates with over 180 employers and over 65,000 scheme members, in addition to a large number of other interested parties.

The Regulations governing the Local Government Pension Scheme are laid before parliament by the Department of Communities and Local Government. One of the key requirements they make on all Administering Authorities is to prepare, maintain and publish a written statement setting out the information below:-

- a) The Fund must now prepare, maintain and publish a written statement setting out its policy concerning communications with
  - members;
  - representatives of members;
  - prospective members; and
  - employing authorities.
  
- b) In particular, the statement must set out the Fund's policy on
  - i. the provision of information and publicity about the Scheme to members, representatives of members and employing authorities (including non-Scheme Employers);
  - ii. the format, frequency and method of distributing such information or publicity; and
  - iii. the promotion of the Scheme to prospective members and their employing authorities.

The day-to-day administration of the Local Government Pension Scheme is carried out on behalf of the County Council by West Yorkshire Pension Fund (WYPF), in a shared service arrangement. Communication material is produced by WYPF in collaboration with the Pensions Team in Lincolnshire. All arrangements for forums, workshops and meetings covered within this statement are made in partnership with WYPF.

The Fund communicates with all stakeholders, as defined in specific legislation, and listed above.

Communication is increasingly distributed via electronic means, with all documents available on a dedicated Pensions website ([www.wypf.org.uk](http://www.wypf.org.uk)).

WYPF provide a dedicated enquiry phone number (01274 434999) and email address ([wypf@bradford.gov.uk](mailto:wypf@bradford.gov.uk)) for pension related enquiries. The appropriately qualified staff from

the County Council, WYPF or external advisers will deliver presentations to groups of stakeholders and conduct individual meetings.

The Fund's objective in respect of communication is to comply with relevant legislation and ensure relevant individuals and employers receive accurate and timely information about their pension arrangements. Methods of communication are set out in the table below.

### Communications events 2015 – 2016 - Scheme Members

<b>Communication</b>	<b>Format</b>	<b>Frequency</b>	<b>Method of Distribution</b>
LGPS pensioner members (including representatives of retired members)	Newsletter	2 per year	Mail
	Annual meeting	1 per year	Meeting
	www.wypf.org.uk	Constant	Web
	Contact centre	8.45 to 4.30 Monday to Friday	Telephone E-mail
	County Offices	8.00 to 5.00 Monday to Friday	Face to face
	Pension advice	As and when net pension varies by 25p or more	Mail
	P60	1 per year	Mail
LGPS deferred members (including representatives of deferred members)	Newsletter	1 per year	Mail
	Annual benefit statement	1 per year	Mail
	Annual meeting	1 per year	Meeting
	www.wypf.org.uk	Constant	Web
	Contact Centre	8.45 to 4.30 Monday to Friday	Telephone E-mail
	County Offices	8.00 to 5.00 Monday to Friday	Face to face
	Social media	Constant	Web
LGPS pensioner members (including representatives of retired members)	Newsletter	2 per year	Mail
	Annual meeting	1 per year	Meeting
	www.wypf.org.uk	Constant	Web
	Contact centre	8.45 to 4.30 Monday to Friday	Face to face Telephone E-mail

	County Offices	8.00 to 5.00 Monday to Friday	Face to face
	Pension advice	As and when net pension varies by 25p or more	Mail
	P60	1 per year	Mail
	Social media	Constant	Web

### Communications events 2015 – 2016 - Councillors

<b>Communication</b>	<b>Format</b>	<b>Frequency</b>	<b>Method of Distribution</b>
Councillor active members (including representatives of active members & prospective members)	Newsletter	2 per year	Mail
	Annual meeting	1 per year	Meeting
	www.wypf.org.uk	Constant	Web
	Contact centre	8.45 to 4.30 Monday to Friday	Telephone E-mail
	County Offices	8.00 to 5.00 Monday to Friday	Face to face
	Pension advice	As and when net pension varies by 25p or more	Mail
	P60	1 per year	Mail
	Social media	Constant	Web

### Communications events 2015 – 2016 - Employers

<b>Communication</b>	<b>Format</b>	<b>Frequency</b>	<b>Method of Distribution</b>
Employers	Pension Fund Representatives	8.30 to 4.30 Monday to Friday	Face to face Telephone E-mail
	Website	Constant	Web
	Fact card	1 per year	Mail
	Fact sheets	Constant	Web
	Employer guide	Constant	Web/electronic document

<i>Ad hoc</i> training	As and when required	Face to face
Update sessions	2 per year	Meeting
Annual meeting	1 per year	Meeting
Manuals/toolkits	Constant	Web/electronic document
Pension Matters and Xtra	12 per year and as and when required	E-mail
Social media	Constant	Web
<i>Ad hoc</i> meetings	As and when required	Face to face
Workshops	10 per year	Face to face

Reviewed 16<sup>th</sup> July 2015 by the Pensions Committee