

Communications Policy Statement

An effective communications strategy is vital for any organisation which strives to provide high quality and consistent service to its customers. In public service organisations particularly these processes need to be clear and open to scrutiny.

The Local Government Pension Scheme (Amendment (No 2) Regulations 2005 require administering authorities to prepare, publish and maintain a policy statement setting out its communication strategy for communicating with scheme members, scheme members' representatives, prospective scheme members and their employing authorities.



Background

The Local Government Pension Scheme (Amendment (No 2) Regulations 2005 require administering authorities to prepare, publish and maintain a policy statement setting out its communication strategy for communicating with scheme members, scheme members' representatives, prospective scheme members and their employing authorities.

An effective communications strategy is vital for any organisation which strives to provide high quality and consistent service to its customers. The principles and methods (the policy) to achieve effective communications are as shown below.

Principles

- To provide clear and consistent information reducing the potential for confusion and uncertainty.
- To provide timely and accurate communications and a proactive information service that is factual and precise.
- To undertake customer satisfaction surveys and to act upon feedback and comment.
- To use the most appropriate communication medium for the customer audience.
- To address, where possible, the requirements of a diverse customer base with regard to information access.

Method

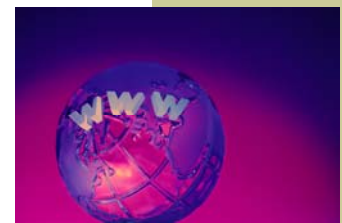
The administering authority will deliver its communications policy, in partnership with the London Pensions Fund Authority (LPFA - the Council's pension scheme administrators), by the following methods:

Scheme Members and Representatives

- Access to the website www.yourpension.org.uk/bexley containing scheme details, news, newsletters, reports and guides to the scheme with links to other relevant organisations and the option of viewing personal details via a secure logon.



An effective communications strategy is vital to provide high quality and consistent service to customers.



Scheme members will have access to scheme information and view personal details on the website www.yourpension.org.uk/bexley



The Fund's communications policy is delivered in partnership with the London Pensions Fund Authority.

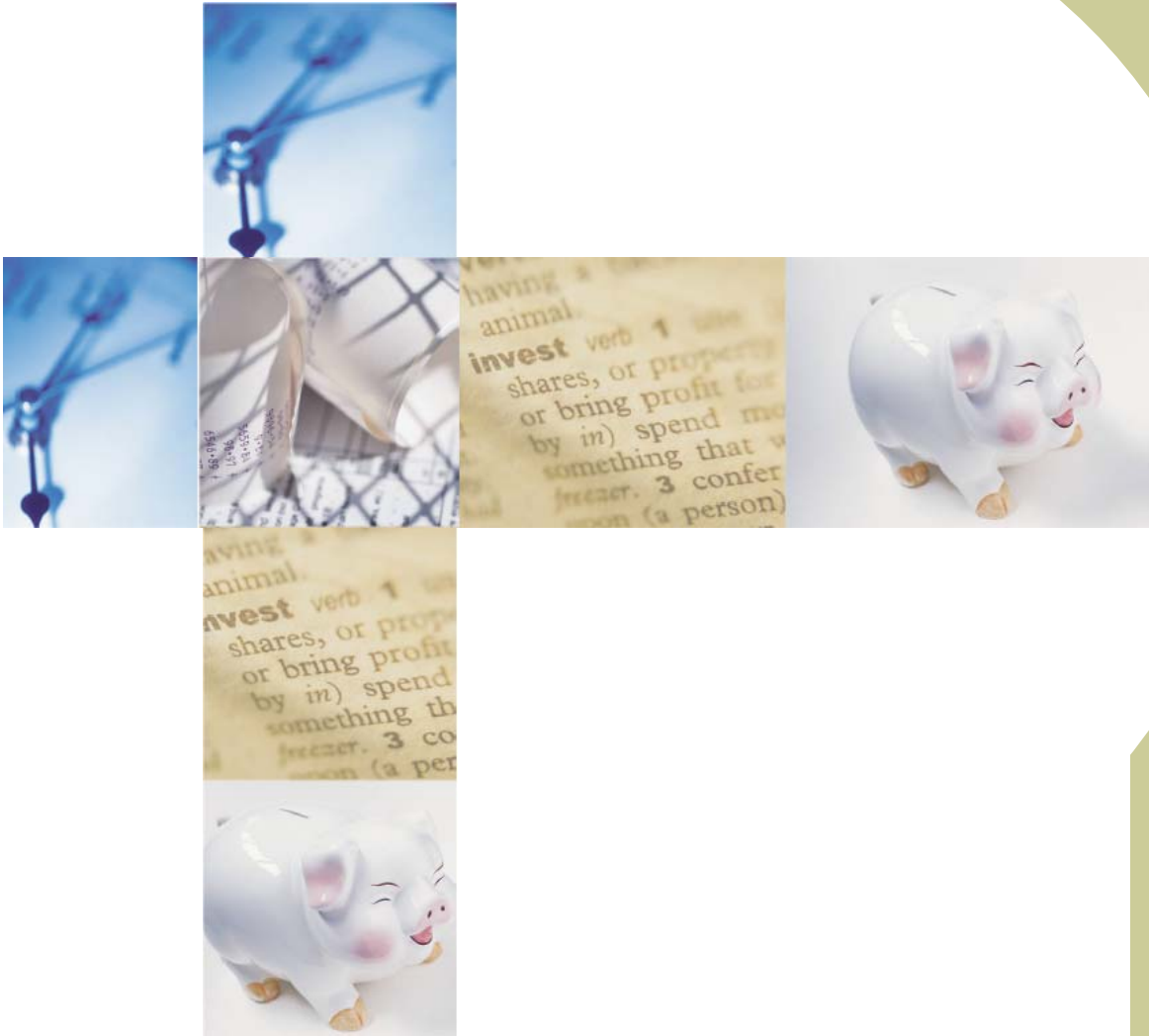
- A comprehensive range of scheme literature is available from the LPFA or accessible from the website.
- Members, including pensioners and deferred members, will receive a newsletter to their home address at least once per year which includes an overview of any changes to the scheme and a report of the Funds performance. In addition, pensioners will be sent a newsletter to their home address in March each year notifying the forthcoming paydays for the next twelve months, advance notification of pensions increase and other relevant topical issues.
- Current and deferred scheme members will receive a Benefit Statement to their home address in September each year detailing the current and prospective value of their pension benefits.
- Pensioners will be given access to their personal details and electronic payslips via the Internet enabled "MyView" system.
- An individual annual pension statement will be sent to all pensioners in April each year. This will detail the gross pension payable including any relevant pensions increase and an estimated net value.
- P60 statement of earnings will be sent to pensioners' home addresses in April each year.

Prospective Members

- A short scheme guide is available from employers and is included in information packs for prospective employees.
- The website www.yourpension.org.uk/bexley contains information relating to joining the LGPS and the right to opt-out.
- In conjunction and with the agreement of employers an annual review of non-joiners will be undertaken with a view to selective marketing of the scheme.

Scheme Employers

- An Employer Forum will be held each year where employers will be informed on changes to the scheme and current topics of interest.
- Regular contact will be maintained to ensure prompt communication of changes to the scheme and topical issues as they arise.
- An 'employers pack' detailing the interactions between the administering authority and employers will be provided and maintained.



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