

<b>Essex Pension Fund Strategy Board</b>	<b>EPB/11/16</b>
date: 13 July 2016	

## **Communication Policy Report**

Report by the Communications Manager

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### **1. Purpose of the Report**

1.1 To provide an update on PAB review of the Fund's Communications Policy.

### **2. Recommendations**

2.1 The Board note the PAB have reviewed the Communications Policy and have not made any amendments.

2.2 The Board agree the Communications Policy attached as Annex A to this report.

2.3 The Board note Communications has been added to future PSB agendas as a standing item.

### **3. Review of Communications Policy**

- 3.1 The PSB invited the PAB to consider the draft Communications Policy and this was an agenda item at both the January 2016 and May 2016 meetings.
- 3.2 To highlight how the Communication Policy is implemented in practice, the Communications Manager gave a presentation which provided feedback from the annual survey of both scheme members and scheme employers (as reported in the quarterly scorecard). He also outlined the new approach taken to actively managing end of year returns from employers. This involved a series of employer workshops with follow-up email reminders which focused on the importance of timely and accurate returns in producing members' annual benefits statements. The proposed charging arrangements for late data submission were also noted.
- 3.3 Whilst the PAB did not have any suggested changes to put forward to the Communications Policy itself, it was agreed that communication was an area where they could have a very useful input and asked that members should have the opportunity to comment on Funds publications.

### **4. Recommendations**

- 4.1 The Board note the PAB have reviewed the Communications Policy and have not made any amendments.
- 4.2 The Board agree the Communications Policy attached as Annex A to this report.
- 4.3 The Board note Communications has been added to future PSB agendas as a standing item.

### **5. Links to the Essex Pension Fund Objectives**

- 5.1 This paper has relevance to the following Fund objectives:
- Communicate in a friendly, expert and direct way to our stakeholders, treating all our stakeholders equally.
  - Ensure our communications are simple, relevant and have impact.
  - Deliver information in a way that suits all types of stakeholder.
  - Aim for full appreciation of the pension scheme benefits and changes to the Scheme by all scheme members, prospective scheme members and employers.

**6. Risk Implications**

6.1 None

**7. Communication Implications**

7.1 To ensure all stakeholders receive timely, legislative and regulatory correct information regarding the LGPS

**8. Finance and Resources Implications**

8.1 If agreed this recommendation will form part of the PAB's 2016 business plan, which in turn will require Officer support.

8.2 All costs associated with all forms of communication are met by the Fund.

**9. Background Papers**

9.1 Essex Pension fund Communication Policy 2015/2016