

Appendix A

Lancashire Council Pension Fund (LCPF) Communications Policy

Every Local Government Pension Scheme (LGPS) administering authority must prepare, publish and maintain a new policy statement on communication strategy. The details of this legal requirement are contained in point Regulation 61 of the Local Government Pension Scheme Regulations 2013.

The communications policy statement must set out the administering authority's policy concerning communications with members, representatives of members, prospective members and scheme employers.

The policy statement must set out (a) the policies on the provision of information and publicity about the Scheme to members, representatives of members, and scheme employers; (b) the format, frequency and method of distributing such information or publicity; and (c) the promotion of the Scheme to prospective members and their employing authorities.

Since the formation of the Local Pensions Partnership (LPP) in April 2016, many LCPF communications are now issued on its behalf by LPP. LPP adheres to these standards when issuing any communications on behalf of LCPF.

Our Policy

The LCPF communication policy aims to ensure that all communications are:

Clear

We strive to avoid jargon and technical terms whenever possible. Our communications should be consistent across all platforms including web, email, direct correspondence, telephone and face-to-face.

Accurate and timely

We always aim to deliver a proactive service that provides accurate information in a timely fashion. We have already moved towards more electronic communications and online self-service to help deliver information in an effective and timely manner and will look to increase this in the future.

Open to feedback

We encourage all scheme members, employers and other audiences to feedback on our work and help us improve our services.

Targeted

We aim to ensure that all communications are relevant and appropriate for the audience.

Accessible

We meet accessibility needs wherever possible. We aim to reach as many people as possible, regardless of their situation. We follow the Government's 'digital by default' aims, and in 2017 we began the move to more electronic communications. However, we recognise this may not be the best medium for all our audiences and will accommodate those who decide to opt out of e-communications.

Communications for Scheme Members

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Whilst the easiest way for members to stay updated on the fund is via our online services, members can find the following information across several platforms:

My Pension Online – Member Self Service

- Annual Benefit Statements (ABS)
- Scheme Newsletters
- Monthly pay advice
- P60s

www.yourpensionservice.org.uk

- Personal pension details via our Member Self Service facility
- Guides to the scheme and its administration
- Scheme publications and literature

Via post

Members who have opted out of e-communications can request the following communications sent to a home address:

- Annual Benefit Statements (ABS)
- Annual Scheme Newsletters
- Pensioners pay advice
- P60s
- Scheme publications and literature
- Monthly pay advice

Forums & Events

LCPF are always pleased to meet their members face to face; members are encouraged to engage with our staff at the following events:

Communications for Scheme Employers

Like our members, employers are encouraged to use our online facilities and attend our face to face events to maximise our service value.

EPIC – Employer Portal

- Employers can access the Employer Portal at www.yourpensionservice.org.uk/employers/
- Offers secure data transmission and online form processing
- Quarterly newsletter to update on scheme changes and new initiatives
- Provides news and employer guides via www.yourpensionservice.org.uk.

Annual Employer Forum

The LCPF Annual Employer Forum is an opportunity for employers to learn about Scheme changes as well as relevant information from across the sector and the wider pensions industry. Attendees can learn more about new LCPF initiatives and ask questions of both LCPF and LPP senior management.

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Information for Prospective Members

www.yourpensionservice.org.uk

Our websites offer information on joining the LGPS, scheme benefits as well as guidance on opting out of the scheme.

LCPF at industry events

Representatives of LCPF regularly attend industry events in order to broaden the reach of understanding and awareness of LCPF its values and ambitions.

A philosophy of continued learning

LCPF regularly reviews its communications channels to ensure these remain relevant and effective at reaching members, employees and the industry.

Rights to Information and Data Protection

Rights to Information

Nothing within this Policy Statement affects your rights to access or receive information under the Freedom of Information Act or the disclosure requirements of the Local Government Pension Scheme.

Data Protection

Since May 25th, 2018, LCPF has complied with EU General Data Protection Regulation (GDPR) and is therefore required to protect all personal information for which we are responsible, we have a legal obligation to process member's data under the Local Government Pension Scheme 2013 regulations. LCPF may only pass your details to named third parties under strictly controlled conditions and for very specific purposes. Members who wish to access their personal data can do so by contacting DPA@localpensionspartnership.org.uk

Review

We will continue to monitor the effective application of this policy and will be subject to revision in the light of significant changes to the LGPS or the Authority's structures or procedures.