



Local Pensions Partnership
Administration

STATUTORY MEMBER COMMUNICATIONS SCHEDULE 2021/22

		2021								2022				
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	
ACTIVE	Annual Benefit Statement (ABS)	Statutory deadline, activity completed by the end of August												
	Member Newsletters			Member Newsletter added to My Pension Online (MPO) and LPPA website										
	Pensions Increase	Annual Pensions Increase is confirmed, and details are added to the LPPA website		Detail of Annual Pensions Increase is included in the Member Newsletter										
	Annual Allowance							Mailed out letter to all Members who are impacted by the Annual Allowance						
DEFERRED	Annual Benefit Statement (ABS)*	Deferred LGPS ABS issued April to May												
	Member Newsletters		Member Newsletter added to MPO and LPPA website											
	Pensions Increase	Annual Pensions Increase is confirmed, and details are added to the LPPA website	Detail of Annual Pensions Increase is included in the Member Newsletter											
	Annual Allowance							Mailed out letter to all Members who are impacted by the Annual Allowance						
RETIRED	P60 #	Statutory deadline, activity completed by the end of May									P60 templates to HMRC for approval by end January	Email data selection agreed by end Feb		
	Member Newsletters	Member Newsletter added to MPO and LPPA website											Pensioner Spring Newsletter	
	Pensions Increase	Annual Pensions Increase is confirmed, and details are added to the LPPA website												
	Monthly Pay Advice (Payslips) #	Managed by Payroll team on a monthly basis												

* Police and Fire Annual Benefit Statements (ABS) are issued during the same period April to May. # Only for Clients who LPPA provide Payroll services for.

▼ PLEASE REFER TO THE NEXT PAGE FOR MORE DETAILS ON ACTIVITY (COMMUNICATION CHANNELS) ▼



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STATUTORY MEMBER COMMUNICATIONS SCHEDULE 2021/22



SPRING ACTIVITY



SUMMER ACTIVITY



AUTUMN ACTIVITY



WINTER ACTIVITY

ACTIVE

PENSIONS INCREASE APRIL 2021



Annual Pensions Increase is confirmed, and details are added to the LPPA website.

ANNUAL BENEFIT STATEMENT MAY – AUGUST 2021



Statutory deadline, activity completed by the end of August

Email issued to Members registered with My Pension Online (MPO) and those who are email contactable / not MPO registered, recommending they register to access their ABS. A paper document will be mailed to 'No Ecomms' flagged Members.

Additional activity includes Member updates on the LPPA website, and recorded IVR messages (for Members calling the Helpdesk), recommending they register and log in to MPO to access their documents.

MEMBER NEWSLETTERS JUNE & JULY 2021



Member Newsletter added to MPO and LPPA website

Email update to Members registered with MPO (and those who are email contactable / not MPO registered, recommending they register to access their newsletter).

PENSIONS INCREASE JUNE & JULY 2021



Detail of Annual Pensions Increase is included in the Member Newsletter.

ANNUAL ALLOWANCE OCTOBER 2021



Mailed out letter to all Members who are impacted by the Annual Allowance.

DEFERRED

PENSIONS INCREASE APRIL 2021



Annual Pensions Increase is confirmed, and details are added to the LPPA website.

ANNUAL BENEFIT STATEMENT APRIL & MAY 2021



Deferred LGPS ABS issued April to May

Email issued to Members registered with My Pension Online (MPO) and those who are email contactable / not MPO registered, recommending they register to access their ABS. A paper document will be mailed to 'No Ecomms' flagged Members.

Additional activity includes Member updates on the LPPA website, and recorded IVR messages (for Members calling the Helpdesk), recommending they register and log in to MPO to access their documents.

MEMBER NEWSLETTERS MAY & JUNE 2021



Member Newsletter added to MPO and LPPA website

Email update to Members registered with MPO (and those who are email contactable / not MPO registered, recommending they register to access their newsletter).

PENSIONS INCREASE MAY & JUNE 2021



Detail of Annual Pensions Increase is included in the Member Newsletter.

ANNUAL ALLOWANCE OCTOBER 2021



Mailed out letter to all Members who are impacted by the Annual Allowance.

RETIRED

MEMBER NEWSLETTERS APRIL 2021



Member Newsletter added to MPO and LPPA website

Email update to Members registered with MPO (and those who are email contactable / not MPO registered, recommending they register to access their newsletter).

PENSIONS INCREASE APRIL 2021



Annual Pensions Increase is confirmed, details are added to the LPPA website and to the newsletter.

P60 APRIL & MAY 2021



Statutory deadline, activity completed by the end of May

Email issued to Members registered with My Pension Online (MPO) and those who are email contactable / not MPO registered, recommending they register to access their P60. A paper document will be mailed to 'No Ecomms' flagged Members.

Additional activity includes Member updates on the LPPA website, and recorded IVR messages (for Members calling the Helpdesk), recommending they register and log in to MPO to access their documents.

MONTHLY PAY ADVICE (PAYSLIPS) APRIL 2021 – MARCH 2022



Annual Pensions Increase is confirmed, and details are added to the LPPA website.

P60 JANUARY 2022



P60 templates to HMRC for approval by end Jan.

P60 FEBRUARY 2022



Email data selection agreed by end Feb.

MEMBER NEWSLETTERS MARCH 2022



Retired Spring Newsletter