

**WIRRAL COUNCIL
PENSIONS COMMITTEE
17 JANUARY 2012**

SUBJECT:	POLICY ON COMMUNICATIONS WITH MEMBERS AND EMPLOYING AUTHORITIES
WARDS AFFECTED:	ALL
REPORT OF:	DIRECTOR OF FINANCE
RESPONSIBLE PORTFOLIO HOLDER:	
KEY DECISION	NO

1.0 EXECUTIVE SUMMARY

- 1.1 In accordance with the Scheme Regulations the Authority is required to regularly review and publish a statement of policy concerning how it communicates with members and employing authorities.

2.0 RECOMMENDATION

- 2.1 That Members approve the draft updated Communications Policy

3.0 REASONS FOR RECOMMENDATION

- 3.1 MPF has made improvements to communications which need to be reflected in the updated policy.
- 3.2 A review of pensioner communications, specifically the provision and distribution of printed pay slips, has taken place to identify the potential for cost savings.

4.0 BACKGROUND AND KEY ISSUES

- 4.1 Administering authorities have been required to publish a Communications Policy Statement since 1 April 2006 with the requirements to review the policy set out in Regulation 67 of the LGPS Administration Regulations 2008.
- 4.2 The Pensions Committee last considered the Communications Policy on 6 April 2009 (Minute 88 refers)
- 4.3 The updated Communications Policy Statement reflects a number of developments that have taken place including new initiatives such as a specific website for scheme reform and a dedicated secure website for employer use.

- 4.4 A review of newsletter frequency has taken place with regard to the content, cost and timeliness of information covered in the publications.
- 4.5 During a period of scheme reform and active consultation, a paper-based newsletter is the least efficient means of updating members. The increased use of technology; websites, email and now the introduction of “Social Media” means that MPF is able to more readily engage with the membership.
- 4.6 The paper newsletter for members and prospective members will still be produced on average twice a year. It will be used as a means of announcing key decisions and updates made with regard to pensions and scheme reform.
- 4.7 MPF has previously produced and posted five key communications to pensioner members each calendar year.

Pay advice	April, December
Statutory P60 notification	May
Pensioner Newsletter	March, October

- 4.8 Following a review, the policy reflects the decision to replace the December pay advice with an annual Pensioner Newsletter. The key pensioner communications would be reduced to three.

Pay advice	April
Statutory P60 notification	May
Pensioner Newsletter	December

- 4.9 There is also an updated matrix showing details of the availability of MPF publications and frequency of production.

5.0 RELEVANT RISKS

- 5.1 There are none rising directly from this report.

6.0 OTHER OPTIONS CONSIDERED

- 6.1 None

7.0 CONSULTATION

- 7.1 MPF will inform pensioners in the next planned newsletter of the change to the frequency of newsletters and pay advices.

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

- 8.1 None arising from this report.

9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 9.1 The savings from changing the distribution of pensioner communications will be **£33,500**

10.0 LEGAL IMPLICATIONS

10.1 None arising from this report.

11.0 EQUALITIES IMPLICATIONS

11.1 None arising from this report.

11.2 Equality Impact Assessment (EIA)

(a) Is an EIA required? Yes

Updated: 14 December 2011

In producing and developing the attached Communications Policy, MPF officers consider and assess equality of access for the diverse needs of the membership.

12.0 CARBON REDUCTION IMPLICATIONS

12.1 None arising from this report.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 None arising from this report.

FNCE/298/11

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APPENDICES

Draft Communications Policy

REFERENCE MATERIAL

None

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Pensions Committee	6 April 2009