

### LB HAVERING PENSION FUND - EMPLOYER COMMUNICATION PLAN 2023/24

Our aims for communicating with our scheme employers are: 1) to improve relationships 2) to assist them in understanding their role as a scheme employer 3) to assist them in understanding funding/cost requirements 4) to work together to achieve accurate scheme actuary data submissions 5) to ensure smooth staff transfers 6) to improve the service our pension fund members receive

Timeline:	Date Sent	Audience:	Overview:	Detail:	Links:
April		EXTERNAL PAYROLL	Monthly Return, training - LPPA website - Mid Month REMINDER for EOY returns	The LPPA website provides LGPS information for all of their clients, including forms, guides, newsletters, links to related sites including My Pension Online Member Self Service and contact information.	<a href="https://www.lppapensions.co.uk/employers/">https://www.lppapensions.co.uk/employers/</a>
May		EXTERNAL PAYROLL	Monthly Return	The LPPA website provides specification, guides and links to training	<a href="https://www.lppapensions.co.uk/employers/">https://www.lppapensions.co.uk/employers/</a>
June		SCHEDULED BODIES	Tupe & outsourcing and Havering website	Havering Pension website provides information specific to Havering Fund members such as our retirement process factsheet and planning guide, IDRPs policy, Annual report and accounts and information about the Local Pensions Board.	<a href="#">LGPS Pension Administration   The London Borough Of Havering</a>
July		ALL	UPM, Get members on PensionPoint, expression of wish	Follow up with LPPA to measure success	<a href="#">Forms &amp; documents • Local Pensions Partnership Administration (lppapensions.co.uk)</a>
August		ALL	Pensions websites and LPPA Contact details	brief intro of pension and send contact details for LPPA	<a href="#">Forms &amp; documents • Local Pensions Partnership Administration (lppapensions.co.uk)</a>
September		ALL	Reminder ABS's are online. Encourage contact with members to complete expression of wish	Follow up with LPPA to measure success	
October		ALL	Discretions and IDRPs	It is a requirement under the LGPS Regulations that all scheme employers formulate publish and keep under review a statement of their policy concerning all mandatory discretions under the regulations. You should arrange to publish a copy of the statement and a copy must be sent to Havering as the administering authority and we will also publish this on our website.	<a href="#">Discretions • Local Pensions Partnership Administration (lppapensions.co.uk)</a>
November		ALL	Automatic Enrolment	Use to create a register of employer AE dates for future monitoring. Offer assistance with early engagement	
December					
January					
February		ALL	Year End. New Financial Year Info - LGA. Contributions Rates	Attach new pay and contributions schedule and new contribution bands for employee contributions. Reminder - Your employer rate may change from 01/04/2023 therefore please check your Rates and Adjustment Certificate for the correct percentage.	
March					