

### LB HAVERING PENSION FUND - EMPLOYER COMMUNICATION PLAN 2024/25

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	REMINDER for Monthly Return No 12 submission - New EOY process - and to clear any existing queries.	Reminder to employers to submit final Monthly Return.	<a href="https://www.lppapensions.co.uk/employers/">https://www.lppapensions.co.uk/employers/</a>
May		ALL	Introduction of Employer Handbook and reminder of PAS and Charging Schedule. Offer early engagement and assistance.	Draft a return document for employers to declare their understanding and agreement. Collect contact details and any other useful info from employers. Including Automatic Enrolment dates in order to create a register for future monitoring.	
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, IDR 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	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	See what LGA training on offer. Pensions websites and LPPA Contact details	Refer employers to LGPS website for LGA bitesize training. Also included contact details for LPPA	<a href="https://www.lgpsregs.org/employer-resources/employer-bite-size-training.php">https://www.lgpsregs.org/employer-resources/employer-bite-size-training.php</a>
September		ALL	Reminder ABS's are online. Encourage contact with members to complete expression of wish. Flyer for EoW produced and sent	Martin Lewis has recently discussed the importance of this. Follow up with LPPA to measure success	
October		ALL	Discretions - Annual Review	Review existing Discretions and confirm if still appropriate, email is sufficient. If changes needed, request new document.	<a href="#">Discretions • Local Pensions Partnership Administration (lppapensions.co.uk)</a>
November		ALL	Employer Forum	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>
December			to follow		
January			to follow		
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 01/04/2025 therefore please check your Rates and Adjustment Certificate for the correct percentage.	
March			to follow		