

## 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	29/04/2024	Targeted Audience	Telephone and Email chasers for Discretions Policy Documents	Following my last email of 5th March, telephone chasers and emails where necessary sent.	
	<a href="#">30/04/2024</a>	Targeted Audience	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	<a href="#">24/05/2025</a>	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	<a href="#">25/06/2024</a>	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	<a href="#">16/07/2024</a>	Targeted Audience	Chasing up Employer Guide forms and Discretions		
August	<a href="#">27/08/2024</a>	ALL	LPPA Training, LGA - Fundamentals training and workshops. LGPS Regs website - bitesize training.	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	<a href="#">18/09/2024</a>	ALL	Reminder ABS's are online. Encourage contact with members to complete expression of wish. Flyer for EoW produced and sent. 50/50 section factsheet.	Follow up with LPPA to measure success	
October	<a href="#">15/10/2024</a>	ALL	Get Ready for Valuation - importance of monthly returns and clean data.	2 batches of emails sent, one to those employers that have acknowledged the Employer Responsibility Guide and one to those that we are still awaiting the form.	
November	<a href="#">06/11/2024</a>	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	<a href="#">17/12/2024</a>	Targeted Audience	Get Ready for Valuation - importance of monthly returns and clean data.		
January	<a href="#">28/01/2025</a>	ALL	Get Ready for Valuation - importance of monthly returns and clean data.		
February	<a href="#">14/02/2025</a>	ALL	Get Ready for Valuation - importance of monthly returns and clean data.		
February	<a href="#">28/02/2025</a>	ALL	Year End. New Financial Year Info - LGA. Contributions Rates - New Monthly Cont Reconciliation process. Reminder of PAS and impact	Attach 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	<a href="#">19/03/2025</a>	ALL	Get Ready for Valuation - importance of monthly returns and clean data. Threaten PAS		