

LB HAVERING PENSION FUND - EMPLOYER COMMUNICATION PLAN 2025/26

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:
April	29/04/2025	ALL	REMINDER for Monthly Return No 12 submission - New EOY process - and to clear any existing queries.	Reminder to employers to submit final Monthly Return.
May	30/05/2025		Employer responsibility Guide, New Cont Rates for EE's and Conts monitoring process	
	30/05/2025	ALL - Personalised Emails	RAG Rating Monthly Returns and Queries, PAS and Charging Schedule	
June	25/06/2025	ALL	Ill Health Insurance Guide and contact details for Hymans	Share the technical guide and inform employers that if they wish further information about the insurance then they should contact Hymans Robertson's IHLI team at IHLI@hymans.co.uk. Our team can then provide a quotation which will include further information about the product and how it works.
August	22/08/2025	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.
Not needed		ALL - Personalised Emails	Monthly Returns and Queries - PAS monitored and new conts process	
Not needed		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
September	16/09/2025	ALL	Reminder ABS's are online. Encourage contact with members to complete expression of wish. EoW & 50/50 section factsheet.	Follow up with LPPA to measure success
October		ALL	Offer UPM Support and Demo to Employers	
November		ALL	Employer Forum	The LPPA website provides specification, guides and links to training
December		Targeted Audience	Reminder of Employer Handbook, PAS and Charging Schedule PLUS FORM TO RETURN	Chaser for outstanding Employer form concerning Employer Handbook, Contact details, discretions etc

Timeline:	Date Sent	Audience:	Overview:	Detail:
		ALL	Reminder of Employer Handbook, PAS and Charging Schedule.	
January		ALL	Discretions - Annual Review	Review existing Discretions and confirm if still appropriate, email is sufficient. If changes needed, request new document.
February		ALL - Personalised Emails	RAG Rating Monthly Returns and Queries	
February		ALL	Year End. New Financial Year Info - LGA. Contributions Rates	Attach new pay and contrubutions schedule and new contribution bands for employee contributions. Reminder - Your employer rate may change from 01/04/2026 therefore please check your Rates and Adjustment Certificate for the correct percentage following Fund Valuation
March		Targeted Audience	Discretions - Annual Review - CHASER	Chase any Employers outstanding