

Appendix A

The "Current or Future Activity" column has been updated since the Board met.

There are several key policy documents within the Communication Strategy Statement. To avoid duplication, these have been removed from the table below and instead covered in Agenda Item 11.

Communication	Audience	WSCC Role	Admin Team Role	Current or Future Activity	Frequency of Review	Previous Review Date	Future Review Date
Details of the Pensions Committee and Pension Advisory Board	All stakeholders	Lead	N/A	Papers published in advance of meetings			
Member's Guide for active members	All members	Feedback	Draft and publish	N/A	Ongoing	N/A	N/A
Annual newsletter for pensioners published via the Member Portal (March or April) and an expanded version of the newsletter on the website . Members can opt to receive a paper copy of the newsletter.	Pensioner members	Feedback	Draft and publish	The Pensioner Newsletter was published in April and is available here .	Annually	02/2022	02/2023
Annual Benefit Statements published via the Member Portal (by 31 August each year) with a detailed explanation of their statement on the website . Members can opt to receive paper statements.	Active members Deferred members	Feedback	Draft and publish	The website has been updated to reflect the publication of the 2023 Deferred Member Annual Benefit Statements. Notification emails will be sent to members in July.	Annually	11/2022	11/2023
Pensions Savings Statements published via the Member Portal (by 6 October each year). Members can opt to receive paper statements.	Active members	Feedback	Draft and publish	The team will prepare 2022/23 Statements as part of their End of Year work.	Annually	11/2022	11/2023
Payslips published via the Member Portal . Members can opt to receive paper copies.	Pensioner members	Feedback	Draft and publish		Ongoing	N/A	N/A
Declaration of pension entitlement to pensioners that live overseas each year, or whenever a pensioner payment or mail is undelivered, to verify a member's continuing entitlement to receive pension payments.	Pensioner members	N/A	Draft and publish		Ongoing	N/A	N/A
Latest news updates via an update to the website .	All members Employers	Feedback	Draft and publish	There were no recent articles published which relate to West Sussex members.	Ongoing	N/A	N/A
Pre-Retirement courses through the West Sussex Learning and Development pages .	Active members	Arrange	Promote	N/A	Ongoing	N/A	N/A
The Employer Manual sets out policies and procedures for employers including the admission and exit.	Employers	Lead	Input	To be reviewed later this year (delayed from Spring 2023) to reflect the Funding Strategy Statement	Ongoing	N/A	N/A
Regular employer newsletters (Pension Matters) and Stop Press communications to employers to advise on relevant topics.	Employers	Feedback	Draft and publish	There were no recent articles published which relate to West Sussex employers. .	Quarterly	11/2022	02/2023

Communication	Audience	WSCC Role	Admin Team Role	Current or Future Activity	Frequency of Review	Previous Review Date	Future Review Date
Annual General Meeting	Employers	Lead	Input	Consideration will be given to arrangements to engage with employers going forwards.	Annually	N/A	07/2023
Employer Training with small groups or individual employers	Employers	Feedback	Draft and publish	Training in November includes Starters, retirements and Opt Outs, Additional Pension Contributions, organizational changes, discretions and Internal Dispute Resolution Procedures and the Employer Hub.	Biannually	N/A	N/A
Actuarial Valuation meetings	Employers	Feedback	Input	N/A	Triennially	N/A	N/A
Feedback requested from customers	All stakeholders		Manage	Training surveys Reporting of complaints and compliments	Ongoing	N/A	N/A