

Appendix 1

Pensions Engagement and Communications Strategy Schedule

Item	<u>Previous</u> actions taken, date, and outcome.	<u>Current</u> actions in progress, target date and desired outcome.	<u>Future</u> actions outstanding that are not progressing yet.
Pensions Surgery Sessions	<p>Employees were invited to meet with pensions experts to review their personal circumstances and learn more about the scheme</p> <p>Two one day sessions held in early 2012</p>	<p>More One to one sessions to be held at City Hall on the 19th of November 2012</p>	<p>More sessions to be held in early 2013.</p> <p>Feedback is informing that there continues to be a demand</p>
Open House Sessions	<p>Two update sessions held in late 2011</p>	<p>Lunch time / evening open house sessions planned at City Hall and Lisson Grove, which will concentrate on proposed changes to the pension scheme.</p> <p>These will be available to members and non-members of the scheme.</p> <p>Dates will be available once the details of the regulations are known</p> <p>Sessions offered to schools via schools bulletin.</p>	<p>In addition it is envisaged that we will offer to attend sessions with Admitted bodies.</p> <p>In the meantime specific questions will be addressed via the newsletter and the pension surgeries.</p>
Members Newsletter		<p>A hardcopy newsletter was sent in November 2012 to pensioners and is currently available electronically to current employees and other stakeholders</p>	<p>Newsletter anticipated in 2013 to link in with the scheme changes</p>
Life Time Allowance	<p>Letter sent in 2011</p>	<p>The LPFA will be sending a letter by the end of November 2012 to all members who are affected or near the LTA limits. Mike Allen LPFA will be meeting with individuals who would like a one to one session.</p>	<p>The LPFA will be sending a letter in 2013</p>

Telephone Advice	Telephone guidance is available during core working hours from the LPFA	Telephone guidance is available during core working hours from the LPFA	Telephone guidance will be available during core working hours from the LPFA
Admitted Body Forum	This was held on the 12th November The session was conducted with the LPFA with seven admitted bodies attending. Auto Enrolment, New scheme changes, EOY, Westminster Website and data matching were covered during the workshop.		Another session will be held once the scheme changes are confirmed 2013
Westminster Pensions Website	The website was created in April 2012	The Westminster Pensions Website is continuously updated.	The Westminster Pensions Website will be continuously updated.
Additional Voluntary Contributions	AEGON held a presentation at City hall in July 2012	The AVC provider, AEGON, will be asked annually to present the benefits of Additional Voluntary Contributions and the tax benefits of subscribing. The presentations will include the investment options available. The aim is to increase participation from employees.	The AVC provider, AEGON, will be asked annually to present the benefits of Additional Voluntary Contributions and the tax benefits of subscribing. The presentations will include the investment options available. The aim is to increase participation from employees.
Fund Member Panel	Two meetings in 2012 already held	Amongst the agenda items in action are the potential for pensioners to participate in a pensioner's video and contributions to the AGM	Next meeting Jan 2013
Information Campaign		We are planning an information pack which will contain details on the Westminster Newsletter, Auto Enrolment and proposed scheme changes. A desk will be created in early 2013 City Hall reception when staff already in the scheme and those who could potentially join will be handed the information	
Auto Enrolment		Our strategy is to auto enrol on 1st July 2013 it is estimate that around 700 people will need to be entered into the scheme.	.

Annual General Meeting		Kingsway College has now been booked for 20th May 2013	Budget for guest speakers needs to be confirmed.
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