

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CLWYD PENSION FUND COMMITTEE**

DATE: **26th NOVEMBER 2015**

REPORT BY: **CHIEF OFFICER (PEOPLE AND RESOURCES)**

SUBJECT: **ADMINISTRATION AND COMMUNICATIONS STRATEGIES**

1.00 PURPOSE OF REPORT

1.01 To provide Committee Members with an update on the development of the administration and communications strategies.

2.00 BACKGROUND

2.01 The Fund currently has a communications strategy that is updated annually and a service level agreement with employers. However, to date it has not had an administration strategy. An administration strategy is key to ongoing engagement and partnership working with employers. As part of this year's business plan, it was agreed that an administration strategy should be developed and the communications strategy should be reviewed. The aim is to implement both strategies from 1st April 2016.

3.00 PROGRESS MADE AND ANTICIPATED TIMESCALES

3.01 A draft joint administration and communications strategy was presented to the Pension Board in October 2015. Following discussions a number of amendments were made to the draft and, in particular, separating it into two distinct documents. In addition a communications focus group has been held and any feedback from that will be incorporated into the draft Communications Strategy.

3.02 The next stage will be to consult employers in relation to the draft strategies and it is anticipated that this will take place during January. Subject to any further changes from that consultation, we would expect this to be brought to the Pension Fund Committee in February or March for approval.

4.00 RECOMMENDATIONS

4.01 That Committee Members note progress being made on the development of the Administration and Communications Strategies.

5.00 FINANCIAL IMPLICATIONS

5.01 None directly as a result of this report.

6.00 ANTIPOVERTY IMPACT

6.01 None directly as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None directly as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None directly as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None directly as a result of this report

10.00 CONSULTATION REQUIRED

10.01 As per paragraph 3.01, a focus group has been established.

11.00 CONSULTATION UNDERTAKEN

11.01 None directly as a result of this report.

12.00 APPENDICES

12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: 24th March 2015 Pension Fund Committee
- Clwyd Pension Fund Business Plan 2015/16 to
2017/18

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