Communications Working Group
Annual work plan 2026/27

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Background

The Communications Working Group (CWG) is a meeting of communication professionals from Local Government Pension Scheme (LGPS) administering authorities across England and Wales, Scotland and Northern Ireland. It is a collaborative forum that meets quarterly to develop items of communication for LGPS members. The group was created and is run by the Local Government Pensions Committee (LGPC) Secretariat as part of the Local Government Association.

The CWG provides the opportunity for LGPS administering authorities to share knowledge and experience in the field of communications and to assist the LGPC Secretariat develop and provide centrally devised communication resources. The group is considered a strong example of collaboration across the LGPS.

The CWG priorities are to identify best practice within pension communications generally and the LGPS specifically, and explore the areas where centrally produced communications could save individual LGPS administering authorities time and money.

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Across the LGPS, all administering authorities have common objectives in terms of the messages they need to communicate to Scheme members. The CWG provides for the division of labour and sharing of knowledge, which help to deliver an improved product and a consistent message across all administering authorities.

This is even more evident in the work needed to implement large communication projects such as scheme reforms, changes to the tax controls on pensions and the McCloud remedy.

The documents produced by the LGPC in conjunction with the CWG for the LGPS can be found on the website for employers and administering authorities in England and Wales and on the website for employers and administering authorities in Scotland.

The annual workplan and actions and agreements from each meeting can also be found on the:

- CWG minutes page (England and Wales)
- Communications working group page (Scotland).

The terms of reference for the CWG are set out below. These include current membership of the group, role of the rotating chair, links outside the group, frequency of meetings and the role of task-driven subgroups.

Membership of the group

The CWG consists of officers from LGPS administering authorities who are, in the main, tasked with leading on member communication for their fund. These officers volunteer their time to attend quarterly meetings held in London or online. The LGPC facilitates the meetings. In addition, work will be carried out via email amongst the CWG, where possible.

Table 1: List of members

Name	LGPS administering authority
Alastair Johnston	Durham
Alison Robb	Lothian
Amanda Jupp	Kent
Andy Hemming (Vice Chair)	West Midlands
Becky O'Shea	Oxfordshire
Ben Altoft	Avon
Bethany Goss	Surrey
Guy Hayton	Merseyside

Name	LGPS administering authority
Jacinta Wilmot	Environment Agency
Karen Thomas	Torfaen
Kath Meacock	Clwyd
Kevin Gerard	Dyfed
Lindsey Davison	Tyne and Wear
Lisa Kelly	Staffordshire
Martin Griffiths (Chair)	Nottinghamshire
Megan Barclay	NE Scotland
Sharon Grimshaw	Northamptonshire and Cambridgeshire
Sinead Nicholson	NILGOSC
Stuart Duncombe	West Yorkshire
Tim O'Connor	Enfield

LGPC Secretariat support is provided by Lorraine Bennett and Rachel Abbey.

Terms of reference

Membership

Individuals can put themselves forward for membership of the group to the LGPC Secretariat for consideration. To ensure effective debate and discussion, the optimum number which the group aims to retain is 20 members. Once at capacity, the Secretariat will retain requests for membership from other interested parties. When a member leaves the group, the Secretariat will consider these requests.

Frequency of meetings

Four meetings are held each year, two in person in London and two online with the option of attending in person. Meeting dates are agreed by consensus with the CWG. Actions and agreements from CWG meetings are made available on the website for LGPS employers and administering authorities on the Communications working group page. Members are expected to attend all meetings. If they are not able to attend, they must give their apologies to the LGPC Secretariat in advance of the meeting. They cannot send a substitute. Members are expected to participate in subgroups. A member may be asked to give up their place on the group if they:

- miss more than one meeting in a year, or
- do not join or participate in the work of subgroups.

The Chair will consider any extenuating circumstances.

The Chair

The Chair will preside over each meeting. The Secretariat will seek nominations from CWG members for the role of chair every two years. Where more than one nomination is received, the group will undertake a ballot (managed by the Secretariat) to determine the Chair for that year. The Chair will take over their role every two years in April in line with that year's annual communications plan. The Chair may retain the role for subsequent years up to a maximum number of years as agreed by the group and the LGPC Secretariat.

Vice Chair

The Secretariat will seek nominations from CWG members for the role of Vice Chair every two years. The Vice Chair will preside over quarterly meetings when the Chair is unable to attend. Where more than one nomination is received, the group will undertake a ballot (managed by the Secretariat) to determine the Vice Chair for that year. The Vice Chair will take over their role every two years in April in line with that year's annual communications plan. The Vice Chair may retain the role for subsequent years up to a maximum number of years as agreed by the group and the LGPC Secretariat.

Secretariat

The Secretariat will devise the agenda and prepare papers for meetings of the CWG. They will liaise with the group when formulating agendas and look to issue agendas five working days before any meeting. The minutes of meetings (taken by the Secretariat) will focus on the actions and agreements and be made available to CWG members for review ten working days after any meeting. The Secretariat will also be responsible for the creation of an annual work plan and will make any final decision about the work that is contained in that plan following consultation with CWG members.

Link to other structures

The group works and liaises with other groups such as the Scheme Advisory Board, regional communications groups, Pension Officer Groups, National Pension Officer Group etc. In addition, the CWG will seek to develop a closer relationship with other public service pension schemes identifying lessons to be learned and best practice across the sector.

Subgroups

Subgroups of CWG members will be set up to deliver specific task-based projects. All members of the group are expected to join one or more of these subgroups. By doing so, they contribute to producing resources centrally for the benefit of all

administering authorities. Members who do not join subgroups may be asked to give up their place on the group.

Communications work plan

A work plan is created each year for the CWG to detail the work that the group will be focusing on in that year. This ensures that all administering authorities and employers are aware of the items of communication the group is aiming to produce.

This plan sets out the objectives for the current year alongside a timeframe for the development of communication items. The Secretariat will be responsible for updating the plan in line with developments over the year. The items in this plan are over and above the regular items of communication prepared by the LGPC eg the collection of member guides.

2026/27 work plan

Table 2 - standing agenda items

Topic	Details	Timescales
Pensions Tax	Review member factsheets	May 2026 - complete
Member website	Review content for annual changes	April 2026 - complete
Member website	Review news pages to ensure the site remains current	Monthly

Table 3 - items specific to 2026/27

Topic	Details	Timescales
Promotional materials	e-learning module	December 2026
McCloud webinars	Review ongoing webinars – content and feedback	December 2026
McCloud ABS	Update template for recommendations for 2027 onwards	October 2026
Member website review	Review member websites and make changes that will improve the user experience	December 2026

Topic	Details	Timescales
Pensions dashboard	Produce template communications for administering authorities and employers to use to help promote and explain the pensions dashboard	Dependent on Government policy
McCloud TPS excess service	Work with DfE and Capita to produce communications for affected members (timings to be confirmed when DfE/Capita have updated the process)	?
Midlife MOT	Consider producing materials to support members mid-career make the best out of their pension.	March 2027
Pensions awareness week resources	Update 2025 presentations	July 2026 - complete
Promotional materials	Produce promotional materials to educate members about the benefits of the LGPS. To include video, posters and supporting written resources	May 2026 - complete
Access and Fairness consultation	Review and update member website and resources, produce template wording to communicate the changes to members.	April 2026 - complete

Further information

If you have any queries regarding the information in this document, please email query.lgps@local.gov.uk.