



# Employer Pensions Notice

## EPN 235

### Revision to Section 2.6 of the Employers' Pension Guide

**Audience** This Notice will be of particular interest to:

- All holders of the Employers' Pension Guide
- HR practitioners who use the on-line Employers' Pension Guide and are responsible for communicating pensions information to staff

**Action** Note contents and act on the advice given.

If you hold a hard copy of the Employers' Pension Guide, please replace the existing section 2.6 with the enclosed pages.

**Timing** Immediate

1. Section 2.6 of the Employers' Pension Guide tells you about communications materials available for you and for members.
2. We have revised this section to draw your attention to the duty of care you have in providing timely pensions information to staff.



**Reference** This document replaces 2.6, EPG Section 2, version November 2007

**Contacts** Enquiries about content, distribution or to receive in a different format

**employerhelpdesk@cabinet-office.x.gsi.gov.uk**

**01256 846414**

**Employer Helpdesk, Civil Service Pensions, Grosvenor House, Basing View, Basingstoke, RG21 4HG**

You can find electronic copies of the EPG, all current EPNs and forms on our website [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk) in the Guidance for employers section.

If this notice is to be circulated to members, then please remove contact details as the helpdesk is for employers only. Members should be directed to your pensions administrator if they have any queries.

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# 2.6

## Roles and responsibilities Communication materials for you and your staff

### Your responsibilities in communicating pensions

**2.6.1** As employer, you have a duty to communicate pensions information to your staff. Table 1 in Section 2.1 tells you about your responsibilities and the routes you need to have in place with your staff, payroll provider (if applicable) and APAC.

**2.6.2** Where CSPD need to tell members about changes to the CSP arrangements, we will draft a Model Office Notice (and/or Newsletter) and send it via an EPN for you to issue. You must issue the Office Notice or Newsletter in accordance with the instructions given in the EPN. You can 'top and tail' the Office Notices with your own organisation's logo/letter head but you must not change the wording of the notice. If in doubt, please contact the Employer Helpdesk (see Section 1 for details).

**2.6.3** There is strong anecdotal evidence from the pensions industry that, where members know what their total reward package is - as opposed to just knowing what their annual salary is - they are less likely to leave.

It therefore acts as a good retention tool for you. To help members appreciate their total reward package, we advise you to include employer pension contributions on salary slips.

### Scheme communications material

**2.6.4** We have a good range of information booklets and leaflets for members. They are all available to read or download from our website. Hard copies are available from your APAC.

**2.6.5** Our website also contains scheme administration material for employers and APACs. Click on the 'Guidance for employers' tab to access employer targeted information.

**2.6.6** We can provide our material in large print, audio or braille on request. Please contact Employer Helpdesk if you require material in these formats.

### Pension information for job advertisements

**2.6.7** Pension provision forms part of

the total reward package you offer your staff. It is in your interests to promote the value of the pension arrangements in recruitment material and job advertisements. We suggest that you use one of the following examples in recruitment material and job advertisements:

- 'Benefits include a choice of valuable pension arrangements.'
- '£[salary] plus Civil Service pension.'
- 'We offer you the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits.'

## Pension information for prospective employees

**2.6.8** 'pension choices – an overview' is a promotional leaflet you can give to prospective recruits. It supports you in your recruitment efforts by giving the prospective member an introduction to our pension arrangements. We suggest that you provide the overview leaflet with your recruitment literature packs.

**2.6.9** You can order the leaflet directly from St Ives using the 'Publications order form' on our website (see under 'Guidance for Employers').

**2.6.10** You can also refer prospective members to the CSP website for information about the pension.