

Subject	Responsible Officer	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Annual Benefit Statements	CM	Awareness comms		Awareness comms	Awareness comms	Awareness comms							
New/Prospective Academies Training	SRM	MS Teams					MS Teams						
Onboarding/initial training employers	SRM			MS Teams			MS Teams			MS Teams			MS Teams
TUPE, Tenders & Pass-through Arrangements	SRM		MS Teams						MS Teams				
Ongoing regular cycle of training for employers	OM/SRM	MS Teams	MS Teams	MS Teams			MS Teams	MS Teams	MS Teams			MS Teams	MS Teams
Member Roadshows. Dates tbc at the start of each year	OM/SRM							Warrington Borough Council and Reaseheath College	Warrington Borough Council			TBC	TBC
Employer newsletter	CM												
Annual Employer meeting	SRM								MS Teams				
Pension Employer Forum (PEF)	OM/SRM			Meeting TBC				Meeting 10 October MS Teams				4 February MS Teams	
Chief Financial Officers updates (four Councils)	GM			Briefing Note			Briefing Note			Briefing Note			Briefing Note
Chief Financial Officers follow up (if required)	GM	MS Teams			MS Teams			MS Teams			MS Teams		
Accounting disclosure	F&IM		Reports Issued	Reports Issued			Reports Issued	Reports Issued					
Hot Topics Newsletter (ad hoc)	CM												
Member webinars	CM			Just joined, Midlfe MOT, Thinking of Retiring	Just joined, Midlfe MOT, Thinking of Retiring								
Campaign launch													
Employer Touchpoints													

Key

OM Operations Manager **SRM** Stakeholder Relations Manager **F&IM** Finance & Investments Manager **GM** Governance Manager **CM** Communications Manager