**Schedule of auto enrolment messages**

**Internal communication channels**

**Pensions Service 2012/2013**

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| **Date**  | **Channel**  | **Details**  |
| 29th October  | Phil's email | Giving short background to auto enrolment and telling people that they will be receiving a letter.  |
| **Wk commencing 29th October** | **Letter to all staff**  | * **Key messages**
* **Links for more information**
* **Financial planning sessions info**
* **Date for Q& A**
 |
| End of Oct  | Team Talk | Key messages  |
| Oct/Nov/Dec | Care Services NewsletterPrimary school newsletterSecondary school newsletterTravel care newsletter  | Key messages |
| Wk commencing 5th November  | Staff notice | Reminder about Q&A date and key messages |
| 9th November  | Q and A session  | Live Q& A – Phil Halsall and Diane Lister? |
| End of November | Team Talk | Key messages  |
| 10th December | Phil's email | Short - reminder  |
| 12th December  | Staff notice | Reminder  |
| 10th December  | Commercial Break | Key messages and where to go for more information  |
| 24th December | Phil's email | Short reminder  |
| **1st January 2013****Auto enrolment launched** |
| 7th January | Phil's email | Reminder re auto enrolment – links to more information and financial sessions (dependant on feedback) |
| Wk commencing 7th January  | Q and A session  | Live Q and A – Phil Halsall and Diane Lister?  |
| 4th February  | Phil's email | Reminder (dependant on feedback)  |
| 2nd week in Feb  | Commercial Break | Key Messages (dependant on feedback)  |