**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 Newsletter  Primary school newsletter  Secondary school newsletter  Travel 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) |