

## Schedule of auto enrolment messages

### Internal communication channels

#### Pensions Service 2012/2013

Date	Channel	Details
29 <sup>th</sup> October	Phil's email	Giving short background to auto enrolment and telling people that they will be receiving a letter.
<b>Wk commencing 29<sup>th</sup> October</b>	<b>Letter to all staff</b>	<ul style="list-style-type: none"> <li>• <b>Key messages</b></li> <li>• <b>Links for more information</b></li> <li>• <b>Financial planning sessions info</b></li> <li>• <b>Date for Q&amp; A</b></li> </ul>
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 5 <sup>th</sup> November	Staff notice	Reminder about Q&A date and key messages
9 <sup>th</sup> November	Q and A session	Live Q& A – Phil Halsall and Diane Lister?
End of November	Team Talk	Key messages
10 <sup>th</sup> December	Phil's email	Short - reminder
12 <sup>th</sup> December	Staff notice	Reminder
10 <sup>th</sup> December	Commercial Break	Key messages and where to go for more information
24 <sup>th</sup> December	Phil's email	Short reminder
<b>1<sup>st</sup> January 2013</b> <b>Auto enrolment launched</b>		
7 <sup>th</sup> January	Phil's email	Reminder re auto enrolment – links to more information and financial sessions (dependant on feedback)
Wk commencing 7 <sup>th</sup> January	Q and A session	Live Q and A – Phil Halsall and Diane Lister?
4 <sup>th</sup> February	Phil's email	Reminder (dependant on feedback)
2 <sup>nd</sup> week in Feb	Commercial Break	Key Messages (dependant on feedback)