

SPPA/SFRS internal communications timetable

Date	Channel	Key messages
Wed 11 Feb	SFRS News (ezine)	<ul style="list-style-type: none"> • 2015 pension scheme changes for uniformed staff members • Different categories of membership • Further information available in microsite in due course, including video and guides etc
Wed 25 Feb	SFRS News (ezine)	<ul style="list-style-type: none"> • Each uniformed staff member receiving a letter about their personal circumstances
March edition (to be signed off w/c Mon 9 Feb)	Newsreel magazine	<ul style="list-style-type: none"> • Overview article looking at the changes coming to uniformed staff in the 2015 pension reforms. (Possibility of making this a joint article with a section looking at the support staff changes to LGPS.)
Mon 2 March	SFRS intranet news item	<ul style="list-style-type: none"> • Further warm up comms summarising the points covered in the 11 Feb and 25 Feb ezines.
Wed 11 March	SFRS News (ezine)	<ul style="list-style-type: none"> • Reminder that letters are due to be issued the following week • Highlighting that the SPPA microsite will go live as of Monday 16 March
W/c Mon 16 March	SFRS intranet page	<ul style="list-style-type: none"> • SFRS intranet page hosting leaflets and guidance etc from SPPA goes online • SPPA microsite available with further information
Mon 16 March	SFRS intranet news item	<ul style="list-style-type: none"> • SPPA microsite is now live • Leaflets, guidance etc also available on SFRS intranet page • Letters are to start being issued this week
Wed 25 March	SFRS News (ezine)	
Wed 8 April	SFRS News (ezine)	<ul style="list-style-type: none"> • Highlighting how staff should submit enquiries to SPPA • Information on support webinar taking place • Further information available on the SPPA microsite eg. Answers to the top ten most asked questions