MANCHESTER 1824
The University of Manchester

Policy Communications

Is your policy brand new?

- YES → **Does your policy affect all staff?**
  - YES → **Major revision or development.**
  - NO → **Intermediate revision or development.**
- NO → **Is your amendment classed as a major revision?**
  - YES → **Intermediate revision or development.**
  - NO → **Is your policy amendment the result of legislative change?**
    - YES → **Minor revision or development.**
    - NO → **Is your amendment due to updates to format or terminology?**
      - YES → **Minor revision or development.**

Major revision or development.

Minimum communication methods are:
- StaffNet news article
- Manager guidance
- e-Update
- Update email to relevant teams

Optional communication methods are:
- Briefing pack for managers
- 60 second video
- How to guides
- Frequently Asked Questions
- Training course / e-learning
- Poster campaign
- Staff social media channels
- Include in a Leaders' Digest by contacting uninews@manchester.ac.uk

Intermediate revision or development.

Minimum communication methods are:
- StaffNet news article
- Update item on document storage
- Communicate the policy change to affected teams through a local communications plan

Optional communication methods are:
- Manager guidance
- e-Update
- Email to relevant teams

Minor revision or development.

Minimum communication methods are:
- Update item on document storage
- Update relevant/impacted teams

For more information on Internal Communications at the University visit **StaffNet**
If you are unsure whether your changes are major or minor, please contact the **Governance Office**

Date: November 2018
Owner: Sally Ainsworth, Governance Manager

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