

Policy Development & Communication Checklist

This Policy Development & Communication Checklist should be used by:

- the author – as a guide to ensure effective development, approval and communication of University policy documents;
- committee members – as a guide when reviewing/approving policy documents.

Name of Policy Document:

	Checklist for Development, Review, Approval and Communication	Check	Date
1	Identify Approval Route: Identify and plan the approval route to map out all committee deadlines.	<input type="checkbox"/>	
2	External Requirements: Read relevant external guidance, regulatory or legislative documents to ensure the policy document will meet the required standards. Also ensure a review of sector best practice.	<input type="checkbox"/>	
3	Accessibility: Read the Plain English & Accessible Writing Guidance . Ensure the language and terminology used within the policy document is accessible to all.	<input type="checkbox"/>	
4	Format of University Documents: Read the University Policy Framework and adopt the templates for University policies and procedures for new and revised policy documents - ensure that each section is clear in its objectives and purpose. Identify other relevant University policy documents and ensure the content is consistent and cross-referenced.	<input type="checkbox"/>	
5	Equality Analysis: After drafting/revising the policy document, complete and submit an Equality Analysis following the Guidance .	<input type="checkbox"/>	
6	Consultation: Ensure appropriate consultation has taken place, with sufficient time to include any feedback. Consultation should include students where appropriate.	<input type="checkbox"/>	
7	Seek Approval: Submit to the specified committees for approval by the deadlines, along with the appropriate cover sheet.	<input type="checkbox"/>	
8	Implementation: Once approved, the policy document should be sent to the Governance team to be uploaded to the Policy Zone . All other webpages should link to the Policy Zone.	<input type="checkbox"/>	
9	Communication: Alert all relevant staff to the policy document. Consider the best routes for communication e.g. Staff Intranet, email circulation lists, via students' unions.	<input type="checkbox"/>	
10	Future Review: Implement measures to ensure the policy document will be reviewed in accordance with the University Policy Framework (e.g. annual check and a formal review every 3 years).	<input type="checkbox"/>	