

**Gold / Silver Committee Comms Briefing Document**

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| --- | --- |
| Update for: | *Director of Communications* |
| Level of Meeting: | Gold / Silver (delete as appropriate) |
| Date of meeting: | xx/xx/xxxx |
| Comms situation status (RAG) |   |
| Elements requiring sign off:(documents attached) | 1. 2. 3.  |

**Decisions/issues update**

Key decisions and issues:

* *X*
* *X*
* *x*

Comms operations activity overview:

|  |  |
| --- | --- |
| Internal comms - students |  |
| Internal comms - staff |  |
| Media relations & PR |  |
| Social media |  |
| Public facing website |  |

**Sentiment update**

Social media monitoring and sentiment analysis:

*to add detail*

Press relations enquiries analysis:

*to add detail*

**Risk and issues log (rolling)**

|  |  |  |
| --- | --- | --- |
| Date added | Risk / Issue | Recommendation |
| xx/xx/xx |  |  |
|  |  |  |
|  |  |  |