

SFJPDPS2.4.7

Scope and propose a first draft policy



Overview

When a decision has been taken to progress policy development in a defined area, the scope and initial proposals must be defined. This unit is all about the competences needed to move from an initial commitment to propose policy development to the recommendation of a preferred option subject to the detailed steps that will follow.

SFJPDPS2.4.7

Scope and propose a first draft policy

Performance criteria

You must be able to:

- P1 interpret existing policy and the perceived need for policy development
- P2 set up a project management framework for the policy development process
- P3 define project objectives including criteria for evaluation of project success
- P4 generate policy options using all available information from earlier decision processes
- P5 engage with stakeholders to confirm and refine policy options
- P6 identify the key evaluation criteria for comparing the options
- P7 obtain specialist expert advice to contribute to the evaluation of policy options
- P8 evaluate policy options using agreed criteria
- P9 conduct a political dialogue to maintain awareness of the political significance of proposed policy development and to manage political expectations
- P10 draft a first policy submission outlining all policy options together with their potential benefits and drawbacks backed by clear evidence
- P11 select policy options that may be feasible and merit further investigation

SFJPDPS2.4.7

Scope and propose a first draft policy

Knowledge and understanding

You need to know and understand:

- K1 specific legislation, regulation, governance and cultural requirements that relate to the nation or region to which the policy will apply
- K2 that the policy formation process involves continuous engagement and partnership with a range of stakeholders meaning that those in policy functions must coordinate and on occasions take the lead but must also constantly seek to ensure that there is full stakeholder engagement
- K3 what steps to assess the need for policy development have generally been taken before a proposal for policy development is commissioned
- K4 how to set up and operate proportionate project management structures and processes which meet political timescale expectations
- K5 methods that have been used to evaluate the policy landscape before commissioning proposals for change
- K6 how to define project objectives
- K7 how to establish criteria for project evaluation
- K8 why it is important to assess resource requirements for each option during evaluation
- K9 methods of stakeholder engagement to explore and test policy options
- K10 why it is important to be aware that media intervention may influence the timing and sequence of the policy development process
- K11 how to identify and use general government criteria and policy specific criteria for comparison of policy options
- K12 why it is important to involve key stakeholders when exploring the practicality of policy options
- K13 how to maintain effective liaison with politicians during policy development
- K14 sources of specialist expert advice when preparing policy proposals
- K15 techniques for effective drafting at the first stages of policy development
- K16 how to balance all relevant factors when selecting policy options to investigate further

SFJPDPS2.4.7

Scope and propose a first draft policy

Additional Information

Behaviours

The policy function role demands a high level of professionalism and general professional behaviour that should be taken as read. The most important behaviours that will help you achieve effective performance in this unit are:

Communicating

1. You identify and favour the preferred and most effective methods of consultation.
2. You engage fully with stakeholders by using varied communication methods.

Building relationships

3. You demonstrate a clear understanding of the needs of different stakeholders.

Problem solving and decision making

4. You analyse and structure information to develop knowledge that can be shared.
5. You show integrity, fairness and consistency in decision-making about policy options being considered.

Focusing on results

6. You focus on practicality to ensure that policy options presented are viable and feasible.

Acting ethically

7. You propose only policy options that comply with legislation, regulation, organisational policies and professional codes.

Acting strategically

8. You present policy options with a strategic level of explanation and without unnecessary detail.

SFJPDPS2.4.7

Scope and propose a first draft policy

| | |
|---------------------------------|---|
| Developed by | Skills for Justice |
| Version number | 1 |
| Date approved | January 2009 |
| Indicative review date | January 2011 |
| Validity | Current |
| Status | Original |
| Originating organisation | Government Skills |
| Original URN | N2.4.7 |
| Relevant occupations | Public Services; Public Service Professionals; Government and Related Organisations |
| Suite | Policy Delivery-Public Services |
| Key words | Interpret, policy, project management framework, policy options, evaluation criteria, evaluate policy options, legislation, regulation, governance, cultural requirements, project management structures, evaluate the policy landscape, comparison of policy options |