

## SFJPDPS2.4.9

### Develop a revised policy submission



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#### Overview

After a detailed assessment of the implications of different policy options, a proposal must be prepared to present those options and their implications clearly. This unit is about how detailed and complex information that has been collected is developed into a policy proposal for full consultation and consideration.

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#### Performance criteria

*You must be able to:*

- P1 collate and organise all information regarding flexible policy options
- P2 verify the key features of the collated information through targeted consultation with specialists and experts
- P3 verify the operational practicalities of policy options through targeted consultation with operational managers
- P4 research additional information to complete the picture of policy options that will enjoy wider circulation
- P5 analyse all available information to highlight the feasibility limits of each option
- P6 identify the key policy points to be highlighted in the developed submission that will be subject to consultation
- P7 check and where necessary revise resource estimates for feasible policy options
- P8 draft a revised submission that is sufficiently clear and concise for consideration in open consultation and in political circles

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#### 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 how to collate and summarise complex information without omitting key features
- K4 why it is important to liaise closely and effectively with technical specialists and experts
- K5 when it is appropriate to consult different types of technical specialists or experts
- K6 why it is important to consider operational practicalities of policy options at every stage of policy development
- K7 how to identify the level of detailed research needed to build a policy proposal to final proposal stage
- K8 how to frame policy proposals that exclude options which are not feasible
- K9 different ways of highlighting and presenting key policy options in a form that is easily understood
- K10 cost/benefit analysis techniques and how they support resource estimates for policy options
- K11 how to draft an effective policy submission that is suitable for use in extended consultation and in political environment

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#### 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 question specialists and operational managers concisely and take careful note of their responses.
2. You write draft policy in a way that speaks clearly to politicians and to consultees.

##### **Building relationships**

3. You value and develop your relationships with appropriate specialists and operational managers.

##### **Problem solving and decision making**

4. You distil extensive information sets into key policy points to ensure that consultation deals with the most important issues.

##### **Focusing on results**

5. You recognise that a revised policy submission must reflect specialist and operational opinion whilst retaining the essential policy objectives.

##### **Acting ethically**

6. You consider carefully how to present specialist or operational evidence that may conflict with political wishes.

##### **Acting strategically**

7. You develop and present policy options that clearly fit with strategy while taking account of specialist and operational detail.

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**Key words** policy options, verify the key features, analyse all available information, submission, consultation, resource estimates, revised submission, policy formation process, collate and summarise complex information, technical specialists and experts, operation