Policy Cycle Tips Stage 7 Evaluation and Review

INTRODUCTION

Policy Cycle: Stage 1: Approval to Proceed
Stage 2: Drafting / Writing
Stage 3: Consultation
Stage 4: Document Approval
Stage 5: Publication
Stage 6: Implementation and Communication
Stage 7: Evaluation and Review

The Log of issues established during *Stage 6 - Implementation and Communication* can be used to inform evaluation and review.

EVALUATION

The Implementation Officer will:
- Evaluate how effective the policy has been in terms of:
  - the original reasons the document was introduced (refer to the reasons provided at Stage 1 in the *Approval to Proceed Checklist*)
  - a control to mitigate against risk/s (refer to the risks identified at Stage 1 in the *Approval to Proceed checklist*).
  - deviations between the policy and actual practice; "take-up" rates; ease of application (refer also to the outcomes that were identified as being required in the *Implementation and Communication Plan*).
- review the document to address concerns
- report to the relevant Approval Authority on recommended changes.

REVIEW

The Policy Framework requires that:
- policy documents undergo at least a regular three year review, and
- amendments to existing policy documents are subject to the same quality assurance process as for new policy documents.

Initiate Review

Review of a policy document can be initiated by:
- an Implementation Officer
- a staff member through the Implementation Officer
- an Approval Authority
- an MQ Compliance Network Lead
- the Office of General Counsel
- the Policy Unit.

Timing of Review

A review can happen at any time that circumstances require. The Implementation Officer will:
- conduct the review
- determine whether the implemented policy or procedure:
    o is operating as designed
    o is still needed
    o requires amendment based on changed practice
    o requires amendment to align with changed legislative requirements, or other policy documents, or changed business systems or strategic direction.

Review Methods

The review of a policy document will require at least one of the following actions as appropriate for the type of document being reviewed or the scope of changes likely to be required:
- desk-top review
- consultation with stakeholders
- spot-check
- sampling of data
- checklist of questions
- consultation with the people who perform procedural tasks
- internal audit
- external audit.

Note that when a Policy is reviewed, it is appropriate to review any associated Procedure, Schedule or Supporting Material at the same time. Note also that a reviewed document will require re-approval by the relevant Approval Authority.

NEXT STEP

If amendments are required, or a policy gap is identified, return to *Policy Cycle Tips Stage 1 -Approval to Proceed.*