Handout 8: The Decision Is Made

By now the draft policy has gone through a number of processes. With the consultation and coordination processes complete and the policy modified with appropriate changes made following consultation and with Management Committee or Board of Management feedback, it is now time in the policy cycle for the decision to be made to develop the policy material as a final product.

When Management Committees rely on the expertise of their staff to brief them with technical advice it is often outside the technical knowledge of the Management Committee. Therefore the recommendations about the policy put before the Management Committee are all-important.

The recommendations should summarise the action the Management Committee or Board of Management is asked to consider so consequently the Management Committee pays particular attention to these recommendations and conclusions. Therefore they should be clear and concise, complete, flow logically and sequentially and are precise enough to form an agenda item for action to be taken.

Once the decision has been made to accept the draft policy it is important to now consider its final format and style.

Preparing Policy Material

While policies may take on different formats it is important the policy is prepared in a format and style that will facilitate understanding and its implementation.

It is important for all the information to be contained in the policy, that it be clear and unambiguous in its strategies so that staff can implement it without reference to their supervisor or manager.

Additionally, policy proposals are developed which acknowledge a range of sources and interest groups.

A suggested format below lists all the headings of a policy and under these headings where all the necessary information should be contained.

A. Title
B. Date policy ratified by the Management Committee
C. Policy Statement (Reason for the policy)
D. Policy scope (who has to take notice of this policy)
E. Details of the policy (Here the policy is set out)
F. Procedures for implementing the policy (if required).