

Policy Development Process

The next few pages provide a means of reviewing the components of an effective policy development process. In order to determine areas of strengths and weaknesses in the policy governance function of your board, assess the extent each of these statements reflect your agency and review the results.

I – Planning and Preparation

1. The board has established a policy on the process to be used in your agency with respect to policy development, establishment, implementation and evaluation.

2. The terms of reference for each board committee clearly indicate responsibility for policy development.

3. The job descriptions for senior management clearly indicate their responsibility for policy development.

4. As part of the one-year plan, the board annually identifies specific areas where policy development work is needed.

5. Committees and staff are familiar with the policy format which has been approved or adopted by the board.

II – Leadership

1. The board chairperson is committed to the development of policies to guide the decision making and stability of the agency.

2. Committee chairpersons have the necessary knowledge of approved policy format.

3. Committee chairpersons have the necessary skills to assess possible policy options.

4. Senior management and staff are committed to policy development and view this as an important part of their responsibilities.

Yes	No	Needs Improvement

III – Participation

1. Committee members and staff work well together in formulating and assessing policy option.
2. There is a reasonable division of labour for policy development between committees and staff representatives on these committees.
3. The committee chairperson encourages everyone to participate.

IV – Follow Through

1. Committee chairpersons accurately summarize and present the deliberations of the committee to the board.
2. Board members feel comfortable in establishing policy based on the considered opinion and advice of committees and/or staff.
3. When a policy is approved a copy of it is circulated to all board members and staff.
4. The policy clearly indicates who will be held accountable for ensuring its implementation.

V – Evaluation

1. Each policy approved by the board contains a date at which time the policy will automatically come up for review.
2. The committee and staff's responsibility for reviewing and evaluating the appropriateness of policies is clear.
3. The committee's responsibility for monitoring progress in implementing policy is clear.
4. The effectiveness of the policy process used in your agency is evaluated and adjusted to reflect changing agency needs.
5. Staff are very satisfied with the guidance and direction provided by the board through its policy function.
6. The policy work done by this board and the staff is a legacy upon which future boards and staff can continue to build.

Yes	No	Needs Improvement