

Functions of a Policy

Effective policy making is one of the most important services that is provided by the government. In other words, policy helps in translating the intentions of government into action. Policy work can:

1.Improve Decision Making

Policy helps policy makers, implementation authorities and even workers in the field to take decisions easily as they have proper guidelines in shape of that policy. Good policy work realize on powerful tools such as the use of evidence, analysis and evaluation.

2. Explain Why Things Need to Change

Effective policy development, documentation and communication help government, government agencies and organizations to understand that what type of essential changes are required to full fill the need s in that specific area in which policy has been made.

3. Help Us to Focus on What is Important

Policy work shows how and what things are very important to be done to deal with new challenges. Importance of every need and job to be done is clear through policy.

4. Inform Judgements and Guide Actions

Policy guidelines help decision maker to solve problems. To plan ahead and to make appropriate judgments. Policies also provide proper guidelines for all actions to be taken.

5. Manage Risks

Good policy always considers risks to people and organizations. It also guides for proper suitable ways to deal with any kind of risks.

6. Strengthen Relationships and Build Capacity

Policy activity engages people and organizations within and out side government in an exchange of ideas and information which strengthen their relationships. It also ensures the capacity building and growth of organizations or departments.

What is Good Policy

1. Good policy is beneficial.
2. Good policy is necessary.
3. Good policy has an end in mind.
4. Good policy aligns with the goals of the government and the department.
5. Good policy is well informed, concise and rigorous.
6. Good policy is ethical.
7. Good policy is transparent.
8. Good policy is understandable.
9. Good policy is open to change and improvement.
10. Good policy is on time.
11. Good policy can be enacted.

What Should Policy Documents Include

Policy documents should be brief, written in understandable way and include the following core elements:

1.Purpose/ Intention: A clear , brief and direct explanation of what the policy is intended to achieve and to whom it is intended to apply.

2. Legislative Base: A reference to the legislation that provides the authority for the policy statement.

3. Scope: To whom and to what the policy applies, where the policy will have effect, and what public value it will add.

4. Context: A brief description of the context within which the policy will operate, including connection with government directions and other key planning documents.

5. Principles: A description of the principles that have shaped the development of the policy and their effect on the way in which it should be applied.

6. Responsibility: The identification of those responsible for implementing the policy and what is expected of them.

7. Policy Statement: The policy itself.

8. Evaluation Process: A description of the way in which the impact of the policy will be assessed and a time line for this.

9. Review Date: A date for review of policy.

10. Contacts, Supporting Tools and Resource Persons: As the minimum, a contact person who can assist with inquiries about the policy and any other tools and supporting materials that will help the policy to be understood.