POLICY DEVELOPMENT TIMELINE AND TOPIC SELECTION PROCESS

TIMELINE FOR POLICY DEVELOPMENT
(TO BE USED AS A GUIDE AND TO BE FLEXIBLE TO POLICY DEVELOPMENT REQUIREMENTS BASED ON TOPIC)

FEBRUARY/ MARCH
DIRECTOR DISCUSSIONS WITH CHAIRS AND SPOKES

EARLY JUNE
REPORT TO POLICY AND SERVICE COMMITTEES

LATE JUNE/ JULY
POLICY DEVELOPMENT TOPIC SELECTION AT TASK AND FINISH GROUP MEETING

AUGUST/SEPTEMBER/OCTOBER
WORK UNDERWAY ON SELECTED POLICY DEVELOPMENT TOPICS

NOVEMBER
POLICY AND SERVICE COMMITTEES TO CONSIDER ANY RECOMMENDATIONS

DECEMBER
ACTIONS TO BE IMPLEMENTED

POLICY DEVELOPMENT TOPIC SELECTION PROCESS

IDENTIFYING
WHAT IS THE POLICY DEVELOPMENT ISSUE/ TOPIC/ PROJECT UNDER CONSIDERATION?

WHAT
WHAT IS THE TASK AND FINISH GROUP BEING ASKED TO DO?

ADDED VALUE
WHAT ARE THE REASONS AND EXPECTED BENEFITS OF POLICY DEVELOPMENT IN THIS AREA

STRATEGIC CONSIDERATIONS
HOW DOES THE POLICY DEVELOPMENT TOPIC ALIGN TO THE COUNCIL'S STRATEGIC AMBITIONS (COUNCIL PLAN 2023 – 27 AND UNDERPINNING STRATEGIC FRAMEWORK)

DEADLINE
WHAT IS THE TIMEFRAME AND EXPECTED DEADLINE FOR POLICY DEVELOPMENT IN THIS AREA

TOPICS ARE SUITABLE FOR POLICY DEVELOPMENT WHEN:

- POLICY DEVELOPMENT COULD HAVE AN IMPACT AND ADD VALUE.
- THE TOPIC IS TIMELY AND OF HIGH LOCAL IMPORTANCE AND REFLECTS THE CONCERNS OF LOCAL PEOPLE.
- THE RESOURCES ARE AVAILABLE THAT WOULD BE REQUIRED TO CONDUCT POLICY DEVELOPMENT, IN TERMS OF MANPOWER AND BUDGET.
- IT AVOIDS WORK DUPLICATION ELSEWHERE.
- THE ISSUE IS ONE THAT THE COMMITTEE CAN REALISTICALLY INFLUENCE.
- THE ISSUE IS RELATED TO AN AREA WHERE THE COUNCIL, OR ONE OF ITS PARTNERS, IS NOT PERFORMING WELL.
- THE ISSUE IS RELEVANT TO ALL OR LARGE PARTS OF THE LOCAL AREA.
- THE REVIEW WOULD BE IN THE COUNCIL'S INTERESTS (AND ALIGNED TO THE ORGANISATIONS STRATEGIC PRIORITIES AS OUTLINED IN THE COUNCIL PLAN).