**Policy Review**

Student’s Name

Institution

Course

Instructor

Due Date

**Policy Review**

A policy review is an assessment or examination of existing rules, regulations or guidelines within an organization, government or institution. This process typically involves evaluating strength and weaknesses of policies since it involves analyzing the effectiveness, relevance and impact of current policies to determine if they align with the organization’s goals, objectives or current needs. The efficient and effectiveness are being enhanced by considering feedback from stakeholders and identifying areas of improvement.

**Type of Policies**

There are three main type of policy. Which are; According to reason for development, according to scope covered or developer and according to their effect to individual. According to reason for development there are two classes for policy namely reactive policy and proactive policy. Reactive policy is a response to a problem or emergency. It is designed to remedy existing problems (McDonald et al., 2007). Development happens quickly because the problems can be urgent. Proactive policy on the other hand is designed to prevent a concern, problem, or emergency from occurring. According to scope covered or developer there are also two; private and public. Private that is relating to institutions, organization and privately held companies and Public related to government bodies and developed for the greater public goods. According to their effect on individuals there are three broad categories namely distributive, regulatory and constituent policy. Distributive policies affects the distribution of goods or services as well as their costs among members of an organization, Regulatory policies limit or compel certain types of behavior. These policies are applicable when good or bad behavior can be easily defined and thus regulated and constituent policies that create executive power entities or deal with law.

**Reason for Policy Review**

There are many reasons why organization find it necessary to conduct policy review, this may be due to some policy not been followed, the policy is no longer effective or the policy is no longer yielding the desired impact, new issues have arisen that mandate the policy to be amended, changes to the mother policy make the existing policy redundant or non-compliant and in some cases some are being outdated.

**Steps to Conduct a Policy Review**

The policy owner is responsible for conducting a comprehensive review of the policy at a periodic interval or as required to stay updated. Therefore he or she needs to follow the following steps; Need Analysis In this stage, the Policy Custodian should identify all issues that trigger a policy review (review date for policy, policy gaps, legislative change, an accumulation of a critical mass of issues in the Policy Issues Log), Regarding policy issues, the Policy Custodian will decide whether to: Log the issues for a later review or development, Address the problem through mechanisms other than the policy process or Proceed with a review. Research The Policy Custodian shall analyze any relevant information that could inform the policy review. This may include data analysis, literature review, and best practice. The implications of the policy review should be determined with consideration to its impact on other policies, stakeholders, administration and systems development (Hennessy et al., 2019). Drafting Depending upon the extent of change, urgency and timing of the policy change, stakeholders will be consulted and have the opportunity to comment on the draft policy. The Policy Custodian may find that early consultation with critical stakeholders will inform the drafting stage of the policy. Consultation the stakeholders identified earlier must be consulted regarding the policy. Depending on the constraints operating on the policy, it may not always be possible to consult with all stakeholder groups, however these constraints should be made clear. Approval the final draft of the policy shall submitted for final approval by the highest delegated authority and should be accompanied by a Communication and Implementation Plan. Implementation and communication The Policy Custodian is responsible for implementing the policy and should maintain a record of progress against the Communication and Implementation Plan. Maintenance and review The Policy Issues Log should be maintained by throughout implementation of the policy. To ensure the policy is being followed, it may be necessary to audit compliance with the policy or evaluate the policy.

**Characteristic of a Good Policy**

The overall goal for any policy or procedure document is for the design to be simple, consistent, and easy to use. The following are some of the characteristic of a good policy; policies should be written in a clear, concise and simple language for understanding of the policy, the policy should address what is the rule rather than implementing the rule, procedures should be tied to the policy in order to make it explicit thus helps ensure understanding and compliance.

**Advantages of Policy Review**

Policy review has a wide advantage which some may include; policy helps to clarify functions and responsibilities, it promotes consistency, meet standards and make decision making transparent. Policy development offers an opportunity to engage with the community on matters of importance to that community, furthermore it enable an organization or government to adapt to evolving circumstances, it also allows for the identification of redundancies, inefficienciencies or outdated procedures (Cole, 2015). Streamlining or updating policies can significantly improve operational efficiency and resource utilization. It ensures compliance, reducing the risk of legal issues or unethical breaches, enables mitigation of risk since organizations can proactively identify potential risks associated with existing policies and it also facilitate a culture of continuous improvement, allowing for adjustments and refinements based on lessons learned and information.

**Disadvantage of Policy Review**

Policy reviews are essential for keeping regulations and guidelines up-to-date, but still it has some limitations. Some of this limitation includes; First time consuming, policy reviews can be laborious and time-intensive. They involve gathering stakeholders, analyzing existing policies, identifying gaps, and drafting revised versions. This process can be prolonged, especially in large organizations with complex policies. Second they are costly. Conducting policy reviews may incur expenses related to research, consultation, and implementation of changes. For businesses, especially smaller ones, this could be a financial burden to businesses and organizations (Mechanic, 2002). Third resistance to change, Stakeholders might resist policy changes, especially if they perceive the new policies as burdensome, restrictive, or against their interests. Resistance could impede the successful implementation of revised policies. Fourth disruption in operation. While policies are under review, there might be a period of uncertainty or confusion about which rules apply. This can disrupt normal operations and lead to inefficiencies until the new policies are finalized and communicated effectively. Firth risk of overregulation or under regulation, policy reviews may inadvertently lead to either too many regulations, which could stifle innovation and flexibility, or too few regulations, resulting in loopholes or inadequate guideline and inconsistencies, if the review process is not thorough or lacks input from all relevant stakeholders, inconsistencies or contradictions in policies might arise, causing confusion and potential legal issues. Balancing the need for policy review with these potential drawbacks requires careful consideration, transparency, and effective communication throughout the process.

**References**

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