**Public Policy, Policy making, and Policy Review: Understanding the Purpose, Process, and Importance for Sustainable Governance.**

**Abstract**

Public policy and policy making are inherited duties of the institution and state to ensure robust and sustainable governance in society, organizations, and the state. The degree of governance is determined by the vision of public policy and how far it has been implemented. The sustainability component thrives because of this viewpoint, which is inclusive and grounded in inter generational justice. The chapter attempts to explore the degree to which history has shaped state policy making regarding civil society. It examined the degree to which the state's foreign policy was shaped by its past as well. Decisions made now may benefit from the incorporation of experience-based analogies, which could have long-term effects. The Lyndon B. Johnson administration attempted to better inform its successor's early initiatives by compiling internal histories of significant policy issues. The illustrations and examples in the chapter are not confined to the geographical boundaries of any particular nation but rather have a global dimension.

**Public Policy, Policy making, and Policy Review: Understanding the Purpose, Process, and Importance for Sustainable Governance**

A policy is a set of basic rules explaining an organization's strategy, performing a process or procedure, dealing with an operation, or a regulatory requirement. Policies communicate the organization's vision and values and its day-to-day activities. Policies can help your workplace run more smoothly, provided they are enforced efficiently. The guidelines enforcement ensures that your organization's operational activities and decision-making process are uniform and consistent throughout business growth. Failing this, organizations may not realize their full potential. Creating and implementing policies represents the workplace's values and makes it a better environment for all employees. Managing your policies will strengthen and expedite your business strategy.

**Importance of Policy Review.**

Employees can better understand their roles and responsibilities within defined boundaries when policies are communicated clearly. This makes it unnecessary for management to step in constantly and gives the accountable authority the ability to direct business operations. Persistent meddling increases operating costs and reduces profitability. Business and market share can reach unprecedented levels through the adoption of efficient policies. Policies that are out of date may put your company in danger. Previous policies might be compliant with the latest legal requirements. You can make sure your policies are efficient and consistent by reviewing them. Regular review keeps your organization up to date with regulations, technology, and industry best practices.

**Objectives of a Policy Review.**

As an organization leader creates and enforces policies, he or she needs to make sure that the staff understands why following policies and procedures is critical. Here are some of the objectives of a policy review:

**Consistent processes and structures**. Policies and procedures keep operations from devolving into complete chaos. When everyone is following policies, the organization will run smoothly. Management structures and teams operate as they are meant to, and mistakes and hiccups in the processes will be quickly identified and addressed. When the staff is following policies and procedures, the organization will use time and resources more efficiently. The organization will be able to grow and achieve its goals.better quality service. When employees follow procedures, perform tasks correctly, and provide consistent customer service, this will enhance the quality of your organization's products and services, in turn improving the company's reputation. Employees will know they are fulfilling their roles and take pride in their work.a safer workplace. When your staff follows policies and procedures, workplace accidents and incidents are less likely to occur. By doing this, the organization's liability risks will be lower, and operational disruptions will be minimized. Because their managers and coworkers have their best interests at heart, the employees will feel safe and at ease in the workplace. They will rest assured that they will be taken care of if something happens.

**When to evaluate the policies and processes.**

It is not appropriate to wait until after an incident has occurred to review and amend policies. The best approach is to work with your PEO to integrate it into the corporate culture. The best practices when your company undergoes significant changes are annual policy reviews, which HR specialists can assist with.

**Methods for Enhancing Policies and Processes.**

Secure backing from upper management: Studies show that the majority of prosperous clients possess the backing of their executive leadership group. This is given top importance by the company. Supervisors allow their employees to work on developing new policies or updating existing ones during designated work periods. There are certain clients that the chief compliance officer works with. Corporate policy oversight and ensuring the right people are informed are the responsibilities of this position.Resistance does not exist because the policy management solution is in line with this larger initiative.

**Identify subject matter experts:** subject matter experts for writing policies are seasoned professionals.

**Create a clear policy framework:** Create a clear policy framework that describes the goals, boundaries, and methods by which policies are implemented within an institution. This applies to keeping policies and procedures distinct.To guarantee that policies are comprehended and applied consistently, communicate policies effectively through a range of communication channels, including email, newsletters, and training sessions. Another essential component is having a central repository that is simple to search.

**Establish a Policy Review Process**. You should establish a process for revising and updating policies regularly to ensure they remain timely, relevant, and effective. This can involve regular audits, feedback from stakeholders, and monitoring of policy implementation.

**Process of policy review.**

First, it is important to understand the policies of an organization, define the norms, specify operations, and form an organization's culture.The process of reviewing a policy for clarity and compliance is not always one with a set time in the larger policy management framework. Policy review can happen before initial policy approval but is also often necessary to do periodically after publication to ensure that all information within is still accurate, applicable, and up-to-date. A useful and productive policy review process will invite all relevant company stakeholders. Depending on the nature of the policy in question, this could include anyone from the legal team to operations to the accounting department. Inviting this collaboration eradicates problems that could come up when enacting the policy if relevant parties are not included or consulted. You run the risk of causing yourself problems down the road, including possible legal issues, if you proceed with a document without consulting everyone involved. Before examining the policy, take into account the following points: Make sure you have the policy, find out if the guidelines have undergone any significant changes, evaluate the policy's effectiveness, take into account how the policy might impact individuals with protected characteristics, and solicit feedback before making any significant changes.

**The difficulties involved in reviewing policies.**

Certain challenges come up when reviewing policies. Among them are,

1. **Uneven production and editing of documents**. Word processors and spreadsheets are often used in organizations for document creation and editing. Redundancy, inaccuracy, and even policy violations could result from this, among other potential problems.

2. **Inefficient management of policies**: If your organization's policies are not kept up to date, they may be dispersed among several computers and unavailable via a single, centralized tool. These policies will therefore be presented differently, updated inconsistently, and written differently.

3. **Lack of accountability:** when an organization lacks accountability, it becomes challenging to set clear expectations and provide prompt feedback, decreasing productivity and efficiency.

4. **Outdated documents:** the policy version, and tracking the last version of the policy are very significant in the organization's policy review process. Paper-based documentation is a common reason for outdated policies. It frequently results in key documents being missing and duplicates of unapproved versions circulating across the organization.

5. **Improper policy mapping:** mapping rules to accrediting criteria is complex, especially if you do it manually. Seeking down documents to amend them according to accreditation standards becomes a time-consuming chore.

**Conclusion**

Policy review is the process of developing, adopting, and maintaining policies and procedures within an organization to reduce risk and protect business functionality and stakeholders. Poorly managed policies lead to challenges, and for one to achieve effective policy management, one should follow some best practices, such as creating policies with an in-software editing tool, using a centralized platform to maintain consistency and accessibility, using automated work flows, and reviewing policies regularly. This builds trust, facilitates communication across the government and organization, and ensures the correct implementation of governance.

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