Policy Quality Framework: Checklist for panel administrators

- ☐ Decide the process the agency will use (e.g. internal panel, internal panel with some external members, cross-agency panel, with or without a follow-up external review, one-off annual panel or several sessions staggered throughout the year, independent or internal chair etc.).

- ☐ Set out the roles and responsibilities of the chair and panel members – possibly in a terms of reference.

- ☐ Document your panel review processes, including sample selection, panel meetings, feedback process, and make it available.

- ☐ Appoint a panel chair and administrator and identify who will be taking notes during panel meetings.

- ☐ Identify panel members who are open to exchanging constructive feedback. Get agreement from their managers (for external members, agree time commitment involved and contract for it if necessary).

- ☐ Identify back-up panel members, in case of sickness or unavailability.

- ☐ Ensure selected panel members have appropriate security clearances.

- ☐ With the panel chair agree:

    - ☐ what population of papers is relevant and whether a random sample of the whole population should be drawn or a structured random sample by type of paper

    - ☐ on the sample size and who will conduct the sampling (e.g. the administrator, the panel chair)

    - ☐ who is responsible for writing up the assessments of each paper and the final report

    - ☐ how and if you want to get context for the paper (e.g. by contacting managers before the panel review)

    - ☐ if the author or their manager will be present, who is the appropriate lead contact

    - ☐ the schedule for meeting and assessments, the paper distribution date, and due dates of the draft and final report

    - ☐ how authors, their managers and the agency's leadership will receive feedback.

- ☐ Schedule panel meetings for members and secretariat (ideally four three-hour sessions for 30 papers).

- ☐ Induct any new panel members by providing them with the guide for panels, any additional internal material, and providing a briefing by the chair.

- ☐ Collect electronic copies of papers along with the authors' contact details.

- ☐ Collect from the manager or author the background and context of the paper.

- ☐ Distribute to all panel members printed copies of the papers and blank paper-scoring templates, which include the scale for scoring the quality of advice (next page).

- ☐ Have the panel chair brief the panel on process and signal when the papers need to be read.

- ☐ Organise sign off for draft and final reports.

- ☐ Report results to senior leadership, and scores to those responsible for annual performance reporting.

- ☐ Schedule feedback sessions with managers/policy teams/peer reviewers/authors on individual papers.

- ☐ Schedule feedback sessions with policy teams across your organisation on the results as a whole.

- ☐ Identify any best practice examples and make them available.

- ☐ Consider any initiatives you could undertake to improve quality by addressing the issues raised in reviews. This might include developing a policy quality improvement plan.

The Policy Project