

## Appendix D – Development Checklist

Stage	Action	Detail
Pre-policy	Governance Route	Agreed governance route and consultation plan, timescales for sign off and forward plan form.
Pre-policy	Data request	Request relevant data from Policy and Performance Team
Pre-policy	Compliance	Relevant legislation, compliance requirements and recent rulings collated.
Pre-policy	Best Practice	Good practice documents collated
Pre-policy	Legacy documents reviewed	Available legacy documents collated
Pre-policy	Equalities Impact Assessment	EIA screening form, Equalities Analysis
Pre-policy	Journey mapping	Any journey mapping activity documented
Policy drafting	Housing Policy Template	Standard headings, link to regulatory standards, accessible language, complaints information.
Policy drafting	Consultation Internal	Document all consultation activity, outcomes and impact on policy development. Staff, HOS, Executive Member
Policy drafting	Consultation External	Document all consultation activity, outcomes and impact on policy development; involved tenants, tenants, partner agencies, public
Policy drafting	Data analysis	Consider impact of consultation responses and amend policy with a changes document.
Policy drafting	Policy Approval	Decision timeline, All versions of policy document to be retained.
Policy drafting	Procedures	Staff guidance, flow charts
Sign Off	Sign Off file to be created	Final version, Impact Assessments, decision record, Easy read created, review scheduled.
Implementation	Communications	internal and external comms stored, policy published on website
Evaluation	Evaluation file created	lessons learnt, performance information, outcomes