Policy Quality Framework paper-scoring template

Paper title: _____

Assessor name: _____

1. After reading each paper, assess its performance against each of the elements of the Policy Quality Framework, and tick yes, no, or N/A as appropriate.

2. Add any comments in the box beneath the elements, noting the paper's strengths and areas for potential improvement.

3. Repeat this for each of the four standards – Context, Analysis, Advice, and Action.

4. When you have assessed the paper against all four standards, this completed scoring template can be used in panel discussions on an overall score for the paper.

Scale for scoring the quality of advice

Score	Meaning	Description
1	Unacceptable	Does not meet the relevant quality standards in fundamental ways • Lacks basic information and analysis • Creates serious risk of poor decision-making • Should not have been signed out • Needed fundamental rework
2	Poor	Does not meet the relevant quality standards in material ways • Explains the basic issue but seriously lacking in several important areas • Creates risk of poor decision-making • Should not have been signed out • Needed substantial improvement in important areas
3	Acceptable	Meets the relevant quality standards overall, but with some shortfalls • Provides most of the analysis and information needed • Could be used for decision-making • Was sufficiently fit-for-purpose for sign-out • Could have been improved in several areas
4	Good	Meets all the relevant quality standards • Represents good practice • Provides a solid basis for decision-making • Could have been signed out with confidence • Minor changes would have added polish
5	Outstanding	Meets all the relevant quality standards and adds something extra • Represents exemplary practice • First-rate advice that provides a sound basis for confident decision-making • Could have been signed out with great confidence • A polished product

Context – explains why the decision-maker is getting this and where it fits

The paper is clear about the:	Yes	No	N/A
• purpose	◯	◯	◯
• context	◯	◯	◯
• priorities	◯	◯	◯
• connections across government.	◯	◯	◯
The paper outlines previous advice and history of the issue.	◯	◯	◯

Comments: What are the paper's strengths? How could it have been improved?

Analysis – is clear, logical and informed by evidence

The analysis clearly defines the:	Yes	No	N/A
• problem or opportunity	◯	◯	◯
• rationale for intervention	◯	◯	◯
• policy objectives.	◯	◯	◯
The analysis uses relevant analytical frameworks and methodologies.	◯	◯	◯
The analysis incorporates Treaty and te ao Māori analysis.	◯	◯	◯
The analysis draws on relevant research and evidence.	◯	◯	◯
The analysis assesses options to make impacts clear and reveal workable solutions.	◯	◯	◯
The analysis is clear about any strengths and limitations.	◯	◯	◯
The analysis reveals diverse views, experiences and insights, and engagement approaches.	◯	◯	◯

Comments: What are the paper's strengths? How could it have been improved?

Advice – engages the decision-maker and tells the full story

	Yes	No	N/A
The advice enables a clear and informed decision or next steps.	○	○	○
The advice is communicated in a clear, concise and compelling way.	○	○	○
The advice is free and frank.	○	○	○
The advice reflects diverse sector perspectives.	○	○	○
The advice outlines risks and mitigations.	○	○	○
The advice anticipates the decision-maker's needs, next steps, and is timely.	○	○	○
Comments: What are the paper's strengths? How could it have been improved?			

Action – identifies who is doing what next

	Yes	No	N/A
The actions enable effective implementation.	○	○	○
The actions explain how the policy solution will be monitored and evaluated.	○	○	○
Comments: What are the paper's strengths? How could it have been improved?			

Overall panel rating for paper

Based on consideration of the ratings above and panel discussion of the strengths and weaknesses of the paper, the panel should collectively assign an overall score between 1 and 5.

/ 5

**If this paper is an exemplar, retain it for future reference
and make it available for others as an example of best practice.**