Policy Adaptation
DIY Meeting Template

Instructions

Step 1: *If everyone can go through the* [Name of policy/process] *by* [first advance date] *and fill in* <u>Table 1</u>, *to confirm that you are happy with us working together to adapt this document for our group, then we can be sure we're on the same page with the steps that follow. If you're* <u>not happy</u> *using this doc as a starting point, any help to find alternatives for us to work with are welcome! If you think there are conversations we should have before we work on this policy together, Table 1 is also a chance to say that!*

Step 2: *If everyone can go through the* [Name of policy/process] *by* [second advance date], *that will give* [Facilitator] *time to check how things will fit in the wider agenda for* [meeting date]. *Thanks!*

[Insert RadHR.org policy link here]

Other relevant docs

i.e. existing group policies that the new policy may interact with, relevant research or guidance related to the particular new policy, legal docs, etc):

- **[xxxxx]**

Table 1. Overall reflections

Green = I am happy to work on adapting this policy/process.
Yellow = I would be ok to work on adapting this policy/process, but would like to discuss alternatives, *first*, if possible.
Red = I don't think this policy/process is a good fit for our group and think we need to find an alternative starting point.

Duplicate this table as needed if your team has more than 6 members involved in the process.

Once there is broad consensus (ie - all Green and Yellow responses), the team should be encouraged to fill in Tables 2. and 3.

Relevance to our group	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6
'I think this policy/process is aligned enough with our <u>values</u> to justify adapting it to our specific context.'	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
'I think this policy/process relates to an organisation that is similar enough to ours in <u>structure and size</u>, to justify adapting it to our specific context.'	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
'I think this policy raises some assumptions of values that we've never discussed as a team, and which advance agreement could help us in adapting the policy/ process.' (add details, e.g. – 'Are we an abolitionist organisation? Do we believe in equitable pay?)						

Table 2. Heading reflections

Green = I fully **agree** with this section and am happy for it to be adapted.
Yellow = I **mostly agree** with this section and would be ok if it was adapted, but would like to discuss a bit more, if possible.
Red = I have **major concerns** about this section and wouldn't be happy with it being adapted for our group.

Paste rows below if the original policy has more than 10 headings. Once headings are added, duplicate this table as needed if your team has more than 6 members involved in the process.

Policy heading	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6
01. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
02. **[Heading]**	Yellow ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
03. **[Heading]**	Red ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
04. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
05. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
06. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
07. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
08. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
09. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾
10. **[Heading]**	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾	Green ▾

Table 3. Heading comments

If you have a chance, any specific questions or concerns that you can capture about any sections you put in <mark style="background:red">Red</mark> and <mark style="background:yellow">Yellow</mark>. These could be ideological differences, budget non-viability, or differences between your group & the group that created the original policy.

Paste rows below if the original policy has more than 10 headings. Once headings are added, duplicate this table as needed if your team has more than 6 members involved in the process.

Policy heading	Name 1	Name 2	Name 3	Name 4	Name 5	Name 6
01. **[Heading]**						
02. **[Heading]**						
03. **[Heading]**						
04. **[Heading]**						
05. **[Heading]**						
06. **[Heading]**						
07. **[Heading]**						
08. **[Heading]**						
09. **[Heading]**						
10. **[Heading]**						

Table 4. Agreed amendments

Once the group has reached consensus on amendments to any heading, add them into this table.

Paste rows below if the original policy has more than 10 headings.

Policy heading	Amendments
01. [Heading]	
02. [Heading]	
03. [Heading]	
04. [Heading]	
05. [Heading]	
06. [Heading]	
07. [Heading]	
08. [Heading]	
09. [Heading]	
10. [Heading]	

Discussion notes

Agreements

✔ *[E.G. - Heading 2 agreed with only org name adaptations required OR Heading 4 to include additional options for non-staff]*

✔ Add

Next steps

➔ *[E.G. - Research alternative pay uplifts to include in Heading 4 OR Assess what level of pay uplift our current reserves policy can afford OR Discuss the full list of pay uplifts further at meeting on 9 July]*

➔ Add

Action points

☐ *[E.G. - Sona to draft possible criteria for Heading 5 OR Josh to ask our partner orgs about their version of Heading 3]*

☐ Add