

Workings of Whitehall: Key Players in the Policy Making Process

Thursday 19 September 2024 | 09:00 - 17:00

09:00	Registration and refreshments	
09:30	Welcome, Attendee Introductions and Objective Setting <ul style="list-style-type: none">- An opportunity for participants to make introductions and set out their learning aims for the day	Tom Sapsted Director of Strategic Engagement The Whitehall & Industry Group
09:45	Overview of the Senior Civil Service and Key Players in the Policy Making Process <ul style="list-style-type: none">- Learn about the structure of the Civil Service- Gain an insight into the role of different departments and how they interact with central government- Hear about the differences between Whitehall and Westminster and how the two interact	Tom Sapsted
10:10	Q&A	
10:25	Overview of Policy Making (with a policy case study) <ul style="list-style-type: none">- Learn how policy is made by the Civil Service, with an insight into consultation and evidence gathering processes- Understand how policy is formed in practice and the role of the policy maker- Hear about a real-world policy example	Olly Newton Executive Director, The Edge Foundation , and former Head of Apprenticeships Strategy Department for Education
10:45	Q&A	
11:00	Break	
11:15	Group Activity: A Policy Proposal (in groups of 5-6) <ul style="list-style-type: none">- Put some of the lessons you have learned into practice during this group exercise	Olly Newton
11:40	The Role of the Treasury <ul style="list-style-type: none">- Learn how policy funding decisions are made- Understand the way in which a spending review works- Gain an insight into interaction between HM Treasury and other departments	
12:00	Q&A	
12:20	Lunch	
13:20	The Role of the Minister <ul style="list-style-type: none">- Understand the way that Ministers work with the Civil Service- Hear about how Ministers work across Government- Learn what day to day life is like for a Minister	
13:40	Q&A	
14:00	The Role of the Special Adviser	

	<ul style="list-style-type: none"> - Learn about the unique and unusual role of the 'SpAd' - Understand the ways Special Advisers and Ministers work together, particularly during their first 100 days in office post-election - Hear how Special Advisers interact with the wider Civil Service and businesses 	
14:20	Q&A	
14:40	The Role of the Private Secretary <ul style="list-style-type: none"> - Hear from the Private Secretary to a Minister, learning what their role entails - Learn about the working life and schedule of a Minister - Understand how businesses can engage with Ministers and Permanent Secretaries 	
14:55	Q&A	
15:10	Break	
15:30	How Businesses Engage with Whitehall <ul style="list-style-type: none"> - Understand how and when business can connect and collaborate with central government - Learn how businesses can engage in policy making before, during, and after a General Election - Hear about practical and appropriate steps to getting in touch with Senior Civil Servants 	
16:00	Q&A	
16:20	The Role of the Permanent Secretary <ul style="list-style-type: none"> - Hear from a former Permanent Secretary about their role at the top of a department and their legal responsibilities, including as Accounting Officer - Understand the ways in which a Permanent Secretary interacts with their department, Secretaries of State, businesses and SpAds - Learn how Permanent Secretaries prepare their department for an election, and what the Civil Service do during an election period 	
16:35	Q&A	
16:55	Concluding Remarks <ul style="list-style-type: none"> - A review of the day, reflecting on the key learning aims 	Tom Sapsted
17:00	Optional Drinks Reception & Networking	