

# Workings of Whitehall: Key Players in the Policy Making Process

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

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

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