

# WORKINGS OF WHITEHALL: KEY PLAYERS IN THE POLICY MAKING PROCESS

Thursday 25 September 2025 | 09:00 – 17:00

09:00	Registration and refreshments	
09:30	<p>Welcome, Attendee Introductions and Objective Setting</p> <p>An opportunity for participants to make introductions and set out their learning aims for the day</p>	<b>WIG</b>
09:45	<p>Overview of the Senior Civil Service and Key Players in the Policy Making Process</p> <ul style="list-style-type: none"> <li>- Learn about the structure of the Civil Service</li> <li>- Gain an insight into mission-led government, 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>WIG</b>
10:10	Q&A	
10:25	<p>Overview of Policy Making (with a policy case study)</p> <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>	<p>Olly Newton Executive Director <b>Edge Foundation</b></p>

10:45	Q&A	
11:00	Break	
11:15	<p><b>Group Activity: A Policy Proposal (in groups of 5-6)</b></p> <p>Put some of the lessons you have learned into practice during this group exercise</p>	Olly Newton
11:40	<p><b>The Role of the Treasury</b></p> <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>	<p>Tom Doherty</p> <p>Director, <b>Flint Global</b> and former Head of UK-EU Customs Negotiations, <b>HM Treasury</b></p>
12:00	Q&A	
12:20	Lunch	
13:20	<p><b>The Role of the Special Adviser</b></p> <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</li> <li>- Hear how Special Advisers interact with the wider Civil Service and businesses</li> </ul>	<p>Meg Powell-Chandler</p> <p>former Special Adviser to the Prime Minister</p>
13:40	Q&A	
14:00	<p><b>The Role of the Private Secretary</b></p> <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 and how the Private Office supports a Minister</li> <li>- Understand how businesses can engage with Ministers and Permanent Secretaries</li> </ul>	
14:20	Q&A	

14:30	<p><b>How Businesses Engage with Whitehall</b></p> <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 the policy making process</li> <li>- Hear about practical and appropriate steps to getting in touch with Senior Civil Servants</li> </ul>	<p>Amalie Kjaergaard, Head of Government Affairs, <b>Jacobs</b></p> <p>Amita Randhawa, Director, Advocacy and Engagement, <b>CPI</b></p> <p>Guy Robinson, Head of Government Affairs, <b>Tesco</b></p>
14:50	Q&A	
15:10	Break	
15:20	<p><b>The Role of the Permanent Secretary</b></p> <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 lead their department during times of significant change</li> </ul>	<p>Lord Simon McDonald former Permanent-Under Secretary, <b>Foreign and Commonwealth Office</b> and Head of the Diplomatic Service</p>
15:40	Q&A	
16:00	<p><b>The Role of the Minister</b></p> <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>	<p>The Rt Hon Greg Clark Former Secretary of State for Business, Energy and Industrial Strategy</p>
16:20	Discussion and Q&A	
16:45	<p><b>Concluding Remarks</b></p> <p>A review of the day, reflecting on the key learning aims</p>	
17:00	Event Close	