

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>	WIG
09:45	<p>Overview of the Senior Civil Service and Key Players in the Policy Making Process</p> <ul style="list-style-type: none"> - Learn about the structure of the Civil Service - Gain an insight into mission-led government, 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 	WIG
10:10	Q&A	
10:25	<p>Overview of Policy Making (with a policy case study)</p> <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 	<p>Olly Newton Executive Director Edge Foundation</p>

10:45	Q&A	
11:00	Break	
11:15	<p>Group Activity: A Policy Proposal (in groups of 5-6)</p> <p>Put some of the lessons you have learned into practice during this group exercise</p>	Olly Newton
11:40	<p>The Role of the Treasury</p> <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	<p>The Role of the Special Adviser</p> <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 - Hear how Special Advisers interact with the wider Civil Service and businesses 	
13:40	Q&A	
14:00	<p>The Role of the Private Secretary</p> <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 and how the Private Office supports a Minister - Understand how businesses can engage with Ministers and Permanent Secretaries 	
14:20	Q&A	

14:30	<p>How Businesses Engage with Whitehall</p> <ul style="list-style-type: none"> - Understand how and when business can connect and collaborate with central government - Learn how businesses can engage in the policy making process - Hear about practical and appropriate steps to getting in touch with Senior Civil Servants 	
14:50	Q&A	
15:10	Break	
15:20	<p>The Role of the Permanent Secretary</p> <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 lead their department during times of significant change 	
15:40	Q&A	
16:00	<p>The Role of the Minister</p> <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 	
16:20	Discussion and Q&A	
16:45	<p>Concluding Remarks</p> <p>A review of the day, reflecting on the key learning aims</p>	
17:00	Optional Drinks Reception & Networking	