

## The Legislation Process: From Policy to Development to an Act

This programme focuses on how a policy maker turns their policy into legislation. The policy may be domestic, or be driven by an EU obligation, and the legislation may be in the form of an Act, or a statutory instrument (Rules, Regulations, Orders, etc.) Delegates will analyse and develop the legal tools that are needed to achieve their policy objectives, through case studies and examples.

### Aim

To provide participants with a clear understanding of:

1. The Statutory Context: Varieties of domestic legislation - Acts, statutory instruments, including the implementation of EU obligations and treaty obligations
2. How a policy maker turns policy into legislation, either domestic or driven by EU obligation
3. What needs to happen before a Bill reaches Parliament to ensure it is passed quickly
4. An overview of the legislative process and its key players
5. Understanding legislation - commencement and statutory interpretation

There will be an interactive mix of presentations, case studies and discussion, with maximum opportunity to ask questions in each session.

## Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

## Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness.
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants.

## Our trainer

### Jo Clift

Jo started her career as a communications professional and subsequently worked at the heart of government for over 20 years, mainly at the Cabinet Office. She has worked closely with many ministers over the years, including Lord Peter Mandelson and Sir Oliver Letwin. She also worked at Number 10 in the Prime Minister's Press Office.

She has delivered a wide range of policies and advised on multiple complex communications issues. Jo has also worked across a wide range of issues including strategy, Ministerial PR and high level Board appointments, with the common challenge being making things happen across very large and complex organisations.

Jo's government roles have included leading the Coalition government's ICT strategy, Head of Communications for the BSE Inquiry and creating a new model for corporate shared services across Whitehall. Jo also gained private sector experience as a senior change consultant at Deloitte Consulting. This enabled her to gain a great set of change skills and a valuable insight into the private sector.

## Sample programme

### 10.00 Welcome and introductions

For the trainer to gain an understanding of current interests and challenges for delegates relating to either policy or legislation (or both)

#### **Policy making as the first step of the Parliamentary process**

- How is good policy made in Whitehall
- What is the policy making process
- Cabinet Committees
- Examples of recent policy initiatives

#### **Case Study: The Ombudsman Draft Bill**

- How the policy developed
- Key stakeholders
- Process for creating a draft Bill

#### **Group work**

Identifying key stakeholders in the policy process

Discussion of current challenges

#### **Lunch**

### **Introduction to Parliament**

- How the Commons and the Lords operate
- The role of the select committees
- Different types of Bill within Parliament

### **The stages of a Bill**

- Overview of how a Bill goes through the Commons and the Lords
- Recent examples from current legislation going through Parliament

Refreshment break

### **Group work**

- Surgery to discuss current issues and questions
- Advice on further resources

**17.00      Review and Close**