

3. Terms of reference			
<p>SB, JR and Helen Kemplay (HK) introduced the terms of reference (TOR) documents for the steering and sub-groups, and invited discussion on these.</p> <p>Although it was agreed these captured most of what was needed the following specific points were raised:</p> <ul style="list-style-type: none"> • there will be a need to consider the impact on younger teachers of older teachers working longer; • should consider older teachers’ experiences and any assumptions/bias they have faced; • the first meeting of the employment practice group should be moved forward to November; • Objective c in the evidence group TOR should include “quality” and it should be clear that d could include a recommendation to remodel the arrangements; and • should look at impact from a number of aspects, i.e. should look at the impact by subjects taught as well as by different sectors and school types. <p>Members agreed to provide comments on the documents to the Working Longer Review mailbox within two weeks to enable revised versions, showing the changes, to be circulated for agreement.</p>	<p>Information</p> <p>Action</p>	<p>Steering Group members</p>	<p>7 November</p>
4. Membership of sub groups			
<p>JR invited discussion on the membership of the sub groups. He advised that in order to keep group sizes manageable organisations would be restricted to one member per group.</p> <p>The majority of members of the group indicated that their organisation would want to have a representative on each group but that it would not necessarily be the same person either on each group or the steering group.</p> <p>Members agreed to provide names of sub group members to the Working Longer Review mailbox within two weeks. They will indicate if a nominee is prepared to chair the sub group and this will be discussed and agreed in initial meetings.</p>	<p>Information</p> <p>Action</p>	<p>Steering group members</p>	<p>7 November</p>

5. Role of DfE and secretariat			
<p>JR advised that the DfE viewed its role as being mainly an advisory one, using their experience of the issues and working with Ministers to assist discussions and help the group shape recommendations.</p> <p>JR also advised on the DfE Secretariat role, including publishing information on a dedicated GOV.UK webpage.</p> <p>The group discussed the drafting of any reports and agreed that the secretariat would provide the main drafting support but that ultimately it was for the group to determine the content.</p>	Information		
6. Data Update			
<p>JR introduced the data paper and invited discussion on this.</p> <p>JR stated that data gathering would be very challenging and one of the major challenges would be to model what may happen in the future.</p> <p>Ian Taylor (IT) gave further detail on the analytical team’s proposed approach including that they would work directly with appointed researchers but would be led by the evidence sub group.</p> <p>Some of the other points discussed were:</p> <ul style="list-style-type: none"> • NHS review – There is potentially some data that is not NHS specific and will read across; • scope for recommendations for certain data to be collected as routine in future; • as the Department is not the employer of teachers we will need to engage at local and regional level; • any data collections should not put an additional burden on schools if possible; • the short time scale of the “call for evidence”; and • conducting “Big conversations” like the NHS could be an imposition on schools. <p>Welsh organisations voiced concerns on the availability of data in relation to Wales. They stated that they needed to be reassured that Wales would be fully catered for in the review and that they would be given the opportunity to share information.</p>	Information		
7. Next steps			
<p>JR briefly reviewed today’s discussion and action points.</p>	Information		

8. Future meetings			
<p>It was agreed that meetings for all groups would be monthly but that this would be kept under review.</p>	Information		
<p>It was suggested that the first evidence sub group meeting should be booked to coincide with the next steering group meeting, with sub group in the morning and steering group in the afternoon. Michelle Thompson-Smith (MTS) agreed to circulate potential dates.</p>	Action	MTS	24 October
<p>It was agreed that wherever possible meetings should be planned three months ahead.</p>	Information		