

## **PSED Review Steering Group – summary of first meeting**

**Chair: Rob Hayward**

**Wednesday 12<sup>th</sup> December 2012**

**1:30 to 3:30pm**

### Summary

The first meeting of the independent Steering Group:

- noted and agreed the Terms of Reference;
- briefly received emerging evidence from desk-based research and discussed what this means for the Review; and
- discussed next steps for the primary evidence phase, including questionnaire, roundtables and site visits.

### Key points

- Publication of papers – It was agreed that GEO would publish a short synopsis of what was discussed by the steering group following each meeting, as well as the final report of the Review and other supporting information when the Review reports.
- Review strategy – governance and terms of reference – the Group agreed the Terms of Reference and a methodology to include:
  - thematic desk-based research;
  - an online questionnaire of decision-makers in public bodies and others;
  - roundtables with experts and civic society to provide more detailed evidence; and
  - a deliberative event involving public bodies and the voluntary and community sector to test emerging findings.

The Group also agreed that these methods be complemented by site visits to public bodies to see how the duty is working on the ground. The Group noted that this would be an evidence-informed policy review.

- Questionnaire – Steering Group members agreed the questionnaire should cover a robust sample across the public sector and be aimed at decision-makers as well as those who are focussed on delivery, including within private and voluntary sector organisations that are affected such as contractors to the public sector and small and medium size groups. Members thought the questionnaire should address the following key topics:
  - What action have these organisations taken in relation to the Duty?
  - Is the Duty working as intended?
  - What are the costs/benefits of the Duty?