

LEDS/HOB OPEN SPACE CIVIL SOCIETY ANNUAL REPORT

TERMS OF REFERENCE

Version 0.01, 26 March 2019

The purpose of this document is to provide terms of reference for the Annual Report from the LEDS/HOB Open Space. It is for discussion and decision by civil society participants at the workshop on 14 May 2019.

Background

The Open Space has been running for a year. At the last workshop, civil society participants agreed to consider the idea of an annual report from the space as part of the transparency element to this process and to help hold the Home Office to account. However, civil society organisations wanted further thought to be put to the purpose of the report, and how it would be written, before finally deciding whether or not this should form part of the overall Open Space process.

This paper has been written to provide a starting point for a discussion about the purpose of an annual report and to inform a decision as to whether to commission the report or not.

Key questions posed by this paper:

- **Does the purpose of the Annual Report require revision?**
- **Does the proposed structure and content require revision?**
- **Are participants content with the proposed process for drafting and signing-off the Annual Report?**
- **Subject to those revisions, should civil society participants in the Open Space commission an annual report?**

PURPOSE OF THE OPEN SPACE ANNUAL REPORT

To provide transparency about the discussions within the Open Space over the previous year, identify progress and sticking points from the point of view of Civil Society and to hold the Home Office accountable for its commitments during the year.

AUDIENCE OF THE REPORT

In some ways the audience for the report is immaterial. A small group of civil society organisations with specific knowledge and experience are contributing to an important area of public policy. There is a strong democratic case that it should be possible for interested members of the public to find out about the process and comment if they wish.

More practically, the report will also ensure that potentially interested stakeholders both inside and outside find out more about the process. This in turn may help to draw more organisations into the process strengthening it in terms of the knowledge and skills it is able to draw on.

Possible audiences for the report include:

- Civil society organisations with a general interest in the topic, but not taking part;
- Internal stakeholders within the Home Office, particularly those not directly taking part in the process; and
- Interested members of the public.
- Academics interested in this area

CONTENT OF THE REPORT

The description below provides the proposed section headings with some idea of the content each section would include. An indication of the likely maximum number of pages for each section has also been provided.

1. *Executive Summary (2 pages)*

- 1.1. Provides a short summary of the key areas of activity, impact and sticking points of the process over the year.

2. *Introduction (1 page)*

- 2.1. Summarises the purpose of the space, its background and terms of reference.

3. *Activities 20xx – 20xx (4 pages)*

- 3.1. Summarises the workshops held, and topics discussed.

4. *Open Space participants (2 pages)*

- 4.1. Identifies the total number of Home Office participants, and participants from other government bodies where appropriate. Provides a narrative description of the programme areas within the Home Office from where participants are drawn and their key responsibilities.
- 4.2. Identifies the total number of civil society participants contributing to the Open Space in the previous year. Drawing on the 'about' sections of participating organisations, provides a broad description of the interests and areas of work of participating organisations in a way that means they cannot be identified, but the broad sectors of interested organisations can be understood by readers

5. *Impact of process (8 pages)*

- 5.1. Taking each key output¹ from the process overall, provides a narrative on civil society impact on the output, and identifies any key sticking points, concerns about lack of progress or areas of disagreement.

6. *Looking forward (2 pages)*

- 6.1. Summarises the key issues that civil society participants want to see progress on and how they will judge the success of the process by the time of the next annual report.

It is expected that a one-page summary of the report will also be developed.

PROCESS FOR DRAFTING AND APPROVING THE ANNUAL REPORT

Involve is expecting to take responsibility² for drafting sections relating to matters of fact and historical process and will seek input from participants before drafting sections on matters of opinion about the process or future success criteria. Where Involve seeks input it will do so in a number of different ways, through a session at a workshop (Home Office officials will not participate in this session), email and through direct drafting of the document to ensure that participants can contribute effectively.

If any civil society participants wanted to take part in the drafting process (rather than just commenting) we could develop a process for funding the time required.

Once a draft has been produced it will be opened to comment by civil society participants only.

After redrafting to take into account these comments it will be sent to civil society participants for provisional sign-off.

It will then be sent to the Home Office to comment on matters of fact only. Should any changes be made, civil society participants will be asked to provide final sign-off.

The report will be published on the Home Office website and Involve's webpage about this work.

¹ As detailed in the *Outputs and Progress* paper.

² Except section 4.1 where the Home Office will provide the relevant information and drafting.