



REGISTRATION FORM FOR ALL-PARTY PARLIAMENTARY GROUPS

OVERVIEW

Any group wishing to apply for inclusion on the Register of APPGs in the new parliament must first hold an Inaugural Meeting to elect the group's officers then submit this form (see section 15 for contact details) within 28 days of holding the meeting. These requirements apply equally to groups that existed in the last parliament and those that did not. Please also note that you cannot hold the Inaugural Meeting before Parliament has assembled for the first time, and there is no deadline by which a group must hold its Inaugural Meeting.

If your group was listed on the Register at the end of the last parliament, before arranging your Inaugural Meeting you will need to read Advice Note 6, a copy of which was sent to all chairs at Dissolution. The note details requirements about the group's financial and other records and who is responsible for these. Please note that the guidance contained in this form and in Advice Note 6 supersedes the general election guidance contained in the current edition (May 2017) of the Guide to the Rules on APPGs.

1) Please supply the group's name below

The group's name must include the words All-Party Parliamentary Group and describe the group's core subject (eg. 'All-Party Parliamentary Group on *Taxation*').

The All-Party Parliamentary Group for Skills & Employment

2) Please supply the group's statement of purpose below in no more than 50 words

The All-Party Parliamentary Group for Skills and Employment (APGSE) is a cross-party coalition of Parliamentarians devoted to raising the profile of skills and employment policy. We bring together Parliament, employers, and the skills sector to ensure that skills policy promotes social mobility, lifelong learning opportunities, and local economic growth.

3) Please tick *one* of the boxes below to indicate the group's category

- Country group (focuses on a particular country, area or region outside the UK)
 Subject group (focuses on a particular topic or issue)

4) Please supply below the date on which you held the group's Inaugural Meeting (see overleaf) in the current parliament

Date	12/02/2020
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The group must hold its Inaugural Meeting *before* submitting this form. This is the group's first formal meeting. It can only be held after Parliament has assembled for the first time and must be held at Parliament and on a day when both Houses are sitting.

The Inaugural Meeting must be advertised on the All-Party Notices in good time to give parliamentarians one week's notice. [TIP: The Whips (allpartynotice@parliament.uk or 020 7219 4333) publish the APNs once a week on Thursdays, though not necessarily during recess, and their current deadline for receipt of Notices from APPGs is 5pm on Wednesdays. This means you may have to contact them a few weeks in advance of the meeting in order to give Members at least one week's notice].

At the Inaugural Meeting at least five Members of either House, including at least one MP, must be present. Only parliamentarians are allowed to vote at the meeting. There is one mandatory item of business, namely the election of officers (see section 5).

5) Please supply below the role, name, and party affiliation of each of the officers elected at the group's Inaugural Meeting

Officers must be elected as follows:

- The group must have at least four officers
- Each of the group's officers must be either an MP or Peer
- At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs
- At least one officer must be from the government party or parties and at least one from the main opposition party
- Groups may appoint Peers to any position (including Co-Chair), except for that of Chair and Registered Contact

Please note that 'Chair & Registered Contact' is a mandatory role for each group and there can only be one per group. That person is responsible for ensuring that the group complies with the rules of the House and that the group's secretariat (if it has one) is aware of and complies with those rules.

[TIP: There are no other mandatory roles or titles for officers but some commonly used ones are: Co Chair, Vice Chair, Secretary and Treasurer].

Officer's Role	Officer's Name	Party Affiliation
Chair & Registered Contact (mandatory role and must be an MP):	Sir John Hayes MP	Conservative
Vice Chair	Barry Sheerman MP	Labour (Co-op)
Vice Chair	Lord Philip Norton	Conservative
Vice Chair	Baroness Sue Garden	Lib Dem
Officer	Lord Ralph Lucas	Conservative
Officer	Robert Halfon MP	Conservative
Officer	Emma Hardy MP	Labour
Officer	Nicola Richards MP	Conservative

Officer	Nick Fletcher MP	Conservative
Officer	Rob Roberts MP	Conservative

6) Please indicate your preferred contact details for the MP elected as the group's Chair & Registered Contact by ticking *one* of the boxes below

Contact details will then be automatically drawn from the Members' Names Information Service (MNIS) on Parliament's website, so whatever is in MNIS will appear on the Register of APPGs.

- Parliamentary contact details of Chair and Registered Contact**
- Constituency contact details of Chair and Registered Contact

7) Please supply below some contact details for the group's Public Enquiry Point (if the group wishes to have someone in this role)

The Chair is automatically the group's main contact. However, the group may also choose to designate someone as its Public Enquiry Point. That person can be from within or outside Parliament and acts as a secondary enquiry point. If you provide an email address for the Public Enquiry Point we will send him or her a copy of routine correspondence we send the group's Chair (eg AGM reminders and confirmation of amendments made to the group's register entry). Bear in mind that any contact details you provide below may be published in the Register of APPGs.

Name	Simon Kelleher
Organisation	Policy Connect
Postal address	7-14 Great Dover Street SE1 4YR
Telephone	02072028575
E-mail address	Simon.Kelleher@policyconnect.org.uk

8) Please supply the address of the group's website (if it has a website)

If the group has its own website please write its address below. If instead it has a dedicated space on another organisation's website (eg on its secretariat's website), please supply below the **exact location** of the APPG's page within that organisation's website.

<https://www.policyconnect.org.uk/apgse/home>

9) Group's reporting year

The **start date** of the group's reporting year for the current parliament will normally be the date of its Inaugural Meeting in this parliament. From this we will calculate the **end date** of the group's reporting year (which will be one year after the start date, less one day) and the group's **reporting deadline** (which will be four months from the end date). The day and

month of the start and end dates and of the reporting deadline normally remain the same for each successive reporting year within a parliament.

The significance of the reporting year is as follows. The group must hold its **AGM** after the end date of its reporting year and before its reporting deadline. Also, if the group has received benefits whose combined value exceeds £12,500 in its reporting year it must produce an **income and expenditure statement** for approval at its AGM. Full details about both requirements are in the Guide to the Rules on APPGs, and the group will be sent a reminder about them at the end of its reporting year.

If, **exceptionally**, the group wishes to request a different reporting year (for example, if it is a charity in addition to being an APPG and reports to the Charity Commission) please briefly **explain why** this is needed in the box below and include the start date, end date and reporting deadline of your proposed reporting year.

NA

10) Please supply details of financial benefits received by the group

A **financial benefit** involves a transfer of **money** from a donor to the group.

Details of any financial benefit received by the group from a source other than Parliament must be registered below, if the total value of the benefit from that source **exceeds £1500** and the benefit was received **on or after** the date of the group's Inaugural Meeting.

Please avoid using unnecessary acronyms and abbreviations below.

Source of financial benefit	Value (£)	Date received
<i>Eg: Quality Products Ltd</i>	<i>£10,638</i>	<i>21/06/2019</i>

11) Please supply details of benefits in kind received by the group

A **benefit in kind** involves a donor giving **goods or services** (*not* money) to the group, or paying for these on the group's behalf.

Details of any benefit in kind received by the group from a source other than Parliament must be registered below, if the total value of the benefit from that source **exceeds £1500** and the benefit was received **on or after** the date of the group's Inaugural Meeting.

Do *not* register **secretariat services** in section 11 (please see **section 12** instead).

Please avoid using unnecessary acronyms and abbreviations below. To register the **value** please select the appropriate value band from the table in section 17.

Source of benefit in kind	Description of costs met	Value (in bands of £1,500)	Date received
<i>Eg: Quality Products Ltd</i>	<i>Reception held on 21 June 2019</i>	<i>4,501-6,000</i>	<i>21/06/2019</i>

12) Registration of secretariat services provided to the group

Whether or not secretariat services must be registered as a benefit depends on who pays for them and how much they pay in the course of the group's reporting year (which is defined in section 9 above) to meet the cost of them. The most common scenarios are outlined below to help you determine what, if anything, your group is required to register.

If either of the following scenarios applies to your group, do NOT complete section 12. If neither scenario applies to your group, follow the guidance in 12a-f below.

- **An individual or organisation is paid from parliamentary expenses or parliamentary funding** for the time they spend assisting the group. For example, an officer of the group may have a member of staff who is paid by IPSA (the Independent Parliamentary Standards Authority) and provides secretariat services as part of their wider role for the officer concerned.
- **An individual or organisation is paid by the group to act as its secretariat, from money given directly to the group from sources outside Parliament.** [NB: Although the secretariat services themselves are not registrable, the *money* used by the group to pay for them may qualify as a registrable financial benefit - see section 10].

Estimating the value of the staff time donated by the secretariat to the group in the group's reporting year

- The value is the **estimated annual cost** to the secretariat, based on the hours the secretariat's staff are likely to work for the group over the course of the group's reporting year, multiplied by their hourly rate of pay. Wherever possible the estimate should be based on the full costs met by the employer (eg pension contributions, office accommodation and any other costs for which figures are available).
- Include in your estimate any money the secretariat is paid during its reporting year by **any other organisation** specifically for the purpose of providing secretariat services to the group. (An example of this would be a consultancy that is paid by one of its clients to be the group's secretariat). This will give the **combined** annual estimate of the costs borne by all the organisations involved.
- If your estimate is **£1500 or less**, leave the whole of section 12 blank. If the estimate is **more than £1500** use the value bands table in section 17. to work out which value band it falls into then complete boxes 12a-f below.

a) What is the total value of the staff time that is being donated by the secretariat to the group in its reporting year?

£40,501 - £42,000

b) Is the secretariat itself donating more than £1500 in the reporting year in the form of staff time to the group?

Yes

No

c) Is the secretariat being paid over £1500 in the reporting year by any organisation specifically for the purpose of providing secretariat services to the group?

Yes

No

d) If you answered YES to (b) please name the organisation(s) below.

ACCA
 AELP
 APM UK
 CILEx
 City & Guilds
 CPD Standards Office
 Edge Foundation
 FETL
 HVM Catapult
 Jisc
 LCBT
 Learning & Work Institute
 LTE Group
 Metaswitch Networks
 SEMTA
 Shakespeare Martineau
 South Thames Colleges Group
 UCU

16) Who to contact if you need advice

For advice on any aspect of completing this form please contact:

Assistant Registrar for APPGs
Office of the Parliamentary Commissioner for Standards
House of Commons
London SW1A 0AA

Tel: 020 7219 0401

Email: groupsregister@parliament.uk

Website: www.parliament.uk/pcs

The [APPG Page](#) of the parliamentary website contains key information relating to APPGs, such as the Register of APPGs, the Guide to the Rules on APPGs, and Registration Forms.

17) Value Bands (to be used when registering the estimated value of a benefit in kind)

FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
1,501	3,000	21,001	22,500	40,501	42,000	60,001	61,500	79,501	81,000
3,001	4,500	22,501	24,000	42,001	43,500	61,501	63,000	81,001	82,500
4,501	6,000	24,001	25,500	43,501	45,000	63,001	64,500	82,501	84,000
6,001	7,500	25,501	27,000	45,001	46,500	64,501	66,000	84,001	85,500
7,501	9,000	27,001	28,500	46,501	48,000	66,001	67,500	85,501	87,000
9,001	10,500	28,501	30,000	48,001	49,500	67,501	69,000	87,001	88,500
10,501	12,000	30,001	31,500	49,501	51,000	69,001	70,500	88,501	90,000
12,001	13,500	31,501	33,000	51,001	52,500	70,501	72,000	90,001	91,500
13,501	15,000	33,001	34,500	52,501	54,000	72,001	73,500	91,501	93,000
15,001	16,500	34,501	36,000	54,001	55,500	73,501	75,000	93,001	94,500
16,501	18,000	36,001	37,500	55,501	57,000	75,001	76,500	94,501	96,000
18,001	19,500	37,501	39,000	57,001	58,500	76,501	78,000	96,001	97,500
19,501	21,000	39,001	40,500	58,501	60,000	78,001	79,500	97,501	99,000

18) Data Privacy Notice

The House of Commons processes personal data in line with data protection legislation. Our privacy notice for MPs can be found [here](#); for MPs' staff [here](#); for Peers and their staff [here](#); and for others who work for APPGs [here](#).

The information provided on this form will be processed for the purpose of APPG registration and the lawful basis we rely on is that processing is necessary for the performance of a task carried out in the public interest (GDPR article 6(1)(e)), which includes the exercise of a function of either House of Parliament.

We will hold the information securely within the EEA for 7 years before destroying it. We do not retain old copies of Registers for more than 7 years.

If you have any queries about the collection and use of any personal data provided on this form please contact the Office of the Parliamentary Commissioner for Standards on 020 7219 0401 or groupsregister@parliament.uk.

WorldSkills UK

e) What is the name of the organisation that is acting as the group's secretariat?

Policy Connect

f) What is the website address of the organisation that is acting as the group's secretariat?

<https://www.policyconnect.org.uk/>

13) If your group has inherited, or expects to inherit, assets and/or liabilities [see **Advice Note 6** for full details] from a group which existed in the previous parliament tick **Yes** below. Alternatively, if the answer to both questions is **No**, tick the **No** box.

Yes

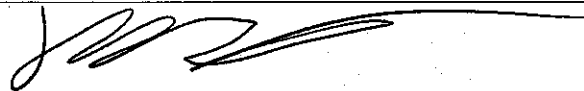
No

If you ticked **Yes**, please supply below the name of the group from which you have, or will be, inheriting assets and/or liabilities (even if that group's name is the same as your group's name).

14) Declaration and signature of the group's Chair & Registered Contact

Declaration: "I confirm that I have read the Guide to the Rules on All-Party Parliamentary Groups and undertake to ensure the group's compliance with the House's rules."

Chair's Signature (form must be signed, and only by Chair)



Chair's Name

Rt Hon Sir John Hayes CBE MP

Date form signed by Chair

09.03.2020

15) Where to send your completed form

Please submit your completed form by email to groupsregister@parliament.uk. If you are submitting more than one form please send each one in a separate email and include the name of the group in the subject field of the email. If you cannot email the form please post it to the Commissioner's office, whose details are given in section 16.

Once your form has been processed, the Commissioner's office will send **confirmation** to the group's Chair & Registered Contact (and to the group's Public Enquiry Point if an email address has been registered for him or her by the group).

The confirmation will include a copy of the entry that will appear about the group in the next edition of the Register of All-Party Parliamentary Groups, a new edition of which is published every 6 weeks approximately. The first edition of the new parliament is likely to be published towards the end of February 2020.