



## REGISTERING THE RESULT OF AN ANNUAL GENERAL MEETING (AGM)

### Organising an AGM

For guidance on what groups must do before, during and after their AGM see [Advice Note 3 \(Organising an AGM\)](#). Then after the AGM please complete this form to register the outcome.

<b>1. Group's name</b>	The All-Party Parliamentary Group for Skills, Careers & Employment (formerly Skills and Employment)
<b>2. Date of AGM</b>	25 March 2021

### 3. Who did the group elect as Officers at the AGM?

Please list below all those elected as Officers at the AGM, bearing in the mind the following:

- The group must have at least four officers
- Each of the group's officers must be either an MP or Peer and must be elected at a General Meeting of the group (eg at an AGM or EGM)
- 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

Officer's role	Officer's name	Officer's Party
<b>Chair &amp; Registered Contact</b> (mandatory post; must be an MP)	<b>Sir John Hayes MP</b>	<b>Conservative</b>
<b>Co-Chair</b>	<b>Barry Sheerman MP</b>	<b>Labour</b>
<b>Vice Chair</b>	<b>Lord Philip Norton</b>	<b>Conservative</b>
<b>Vice Chair</b>	<b>Baroness Sue Garden</b>	<b>Lib Dem</b>
<b>Vice Chair</b>	<b>Nicola Richards MP</b>	<b>Conservative</b>
<b>Officer</b>	<b>Robert Halfon MP</b>	<b>Conservative</b>
<b>Officer</b>	<b>Emma Hardy MP</b>	<b>Labour</b>
<b>Officer</b>	<b>Lord Ralph Lucas</b>	<b>Conservative</b>
<b>Officer</b>	<b>Stephen Timms MP</b>	<b>Labour</b>
<b>Officer</b>	<b>Nick Fletcher MP</b>	<b>Conservative</b>
<b>Officer</b>	<b>John Cryer MP</b>	<b>Labour</b>

<b>Officer Officer</b>	<b>Rob Roberts MP Lord Mike Storey</b>	<b>Conservative Lib Dem</b>
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**4. Did the group elect a *new* ‘Chair & Registered Contact’ at the AGM?**

If so, please tick *one* of the options shown below to indicate which contact details your new Chair & Registered Contact would like registered. Those details will then be automatically drawn from MNIS (the Members’ Names Information Service) on the parliamentary intranet.

<input checked="" type="checkbox"/> Parliamentary contact details	<input type="checkbox"/> Constituency contact details
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**5. Did the group approve an income and expenditure statement at the AGM?**

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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The group must produce and approve an [income and expenditure statement](#) at the end of its reporting year if it received **over £12,500** in money or in kind from outside Parliament in that reporting year.

**6. Does the group’s current [Register entry](#) include – in the section headed ‘Registrable benefits received by the group’ – an estimate for the value of secretariat services?**

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If you answered **Yes**, the group’s entry will already contain an estimate of the financial value of the staff time donated to the group for the reporting year that has just ended and will name those who are providing secretariat services. If they are **still providing secretariat services** please write below an estimate for the *next* reporting year. If they are **no longer providing secretariat services** please say so below.

Should you wish to check the rules on registering secretariats these are set out in full in section 12 of the [Registration Form for APPGs](#).

*Estimates Secretariat staff costs are £39,001 – £40,500 for 2021 / 22*

Policy Connect is paid by the following to act as the group's secretariat:

ACCA, AELP, CILEX, City & Guilds, CPD, Engineering UK, Enginuity, HVMC, Ingeus, Learning and Work Institute, LCBT, LTE Group, Shakespeare Martineau, South Thames College, UCU, WorldSkills UK (Find A Future)

**7. Is there anything else requiring amendment in the group's register entry? If so, please write the details below.**

The information you are required to register following an AGM is covered in sections 2-6 above. Aside from that, the group must register most other changes to its current Register entry within **28 days** of the change occurring (eg within 28 days of the group receiving a donation of registrable value). The [Guide to the Rules on APPGs](#) contains full details on what must be registered.

The APPG for Skills and Employment approved a proposal to change its name to the APPG for Skills, Careers and Employment at this AGM

**8. Contact details of the person who is submitting this form**

You may only submit this form if authorised to do so by the group's 'Chair & Registered Contact'.

<b>Your name</b>	Jonathan Shaw		
<b>Your telephone number</b>	0207 2028579		
<b>Your email address</b>	jonathan.shaw@policyconnect.org.uk		
<b>In what capacity are you submitting this form?</b>	<input type="checkbox"/> Officer	<input type="checkbox"/> Officer's staff	<input checked="" type="checkbox"/> Secretariat
<b>Date on which you are submitting this form</b>	25 March 2021		

**9. Where to send your completed form**

**Email your completed form (do not submit it in hard copy or via the postal services)** to the Office of the Parliamentary Commissioner for Standards, whose contact details are:

Email: [groupsregister@parliament.uk](mailto:groupsregister@parliament.uk)

Tel: 020 7219 0401

Website: [www.parliament.uk/pcs](http://www.parliament.uk/pcs)

- Do not enclose minutes, income and expenditure statements or any other documents with your form.
- Include the group's name in the email's Subject field.
- If you are registering the result of more than one group's AGM send each group's form in a separate email.

**Confirmation** will be emailed to the group's Chair & Registered Contact (and to the group's Public Enquiry Point if the group has registered an email address for that person) once your form has been processed.

**Information on APPGs** (including the Guide to the Rules on APPGs, Register of APPGs, and registration forms) can be found on the [APPG Page](#) of the parliamentary website.

## 10. Data Privacy Notice

See Parliamentary Commissioner for Standards [Privacy Notice](#)

Form issued by the Office of the Parliamentary Commissioner  
for Standards – December 2020