



REGISTRATION FORM FOR ALL-PARTY PARLIAMENTARY GROUPS

OVERVIEW

Any group wishing to apply for inclusion on the Register of APPGs in the current parliament must first hold an Inaugural Meeting to elect the group's officers, then submit this form to the Commissioner's office within 28 days of holding the meeting. These requirements apply equally to groups that existed in the last parliament and groups that did not.

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*').

All-Party Parliamentary Group for Skills, Careers and Employment

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

A coalition of Parliamentarians from all parties, devoted to raising the profile and status of skills, careers and employment policy in the UK. We bring together Parliament, employers, and the skills sector to develop effective skills policy as a central means of personal and economic development for the 21st Century.

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

Date
31/10/2024

The Inaugural Meeting is the group's first formal meeting of the current parliament. It must be held at Parliament and on a day when both Houses are sitting. 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.

The group must give Members at least a week's notice of its Inaugural Meeting on the All-Party Notices (APNs) published by the Government Whips' office. To do this you may have to send the Whips details of the meeting a few weeks before the meeting. Their contact details are allpartynotice@parliament.uk and 020 7219 4333 or 020 7219 2786.

5) Confirmation that the group's membership list includes at least 20 Parliamentarians (ie Members of either House)

Please confirm that your group's membership list includes at least 20 Parliamentarians by ticking the Yes box below. You do not have to supply their names but you are required to either publish the membership list on the APPG's website or (if the group has no website) make the list available on request.

☒ Yes

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

Officers must be elected as follows:

- The group must have four officers, and no more
- 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
- A Member of the House of Commons may be an officer of a maximum of six Groups

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.

Officer's Role	Officer's Name	Party Affiliation
1. Co-chair & Registered Contact	Lauren Edwards MP	Labour
2. Co-chair	John Hayes MP	Conservative
3. Officer	Baroness Garden of Frognal	Liberal Democrat
4. Officer	Lord Norton of Louth	Conservative

7) 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 listed in MNIS will appear on the Register of APPGs.

- ☒ Parliamentary contact details
☐ Constituency contact details

8) 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 **Registered Contact** and as such its main contact. However, the group may also 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 them a copy of routine correspondence we send the group's Chair (eg confirmation of amendments made to the group's register entry, notifications about the rules on APPGs). Bear in mind that any contact details you provide below may be published in the Register of APPGs.

Name Claudia Jaksch

Organisation Policy Connect

Telephone 0207 202 8585

E-mail address claudia.jaksch@policyconnect.org.uk

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

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

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

10) Group's reporting year

The start date of the group's reporting year for the current parliament is normally the date of the Inaugural Meeting held in that 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 of the group's reporting year and before its reporting deadline. 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 (eg if it is a charity in addition to being an APPG so 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.

11) 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 IPSA or either House must be registered below, if the total value of the benefit from that source exceeds £1,500 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>11/01/2024</i>

12) 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 IPSA or either House must be registered below, if the total value of the benefit from that source exceeds £1,500 and the benefit was received on or after the date of the group's Inaugural Meeting.

Do NOT register secretariat services in this section - see section 13 instead.

Please avoid using unnecessary acronyms and abbreviations below. To register the value please select the appropriate value band from the table in section 18.

Source of benefit in kind	Description of costs met	Value (in bands of £1,500)	Date received
Eg: Quality Products Ltd	Reception held on 11/01/2024	4,501-6,000	11/01/2024

13) Registration of secretariat services provided to the group

- A Group must not accept the provision of a secretariat by a **foreign government**, nor may they accept the services of a secretariat funded by a foreign government. A Group's officers must undertake due diligence as to whether a foreign government is the eventual funder of a secretariat or other benefit.
- APPGs must register the **name and URL** of the organisation that is acting as its secretariat.
- Registering the **financial value** of secretariat services depends on who pays for them and how much they pay in the course of the group's reporting year 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 13:

- 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 financial benefit of secretariat services themselves may not be registrable, the money used by the group to pay for them may qualify as a registrable financial benefit - see section 11].

If neither of the above scenarios applies to your group, read the guidance below on estimating the value of staff time.

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 £1,500 or less only - complete boxes 13 a-b below.

If your estimate is more than £1,500 - complete boxes 13 a-f below.

13a) What is the name of the organisation that is acting as the group's secretariat?

Policy Connect

13b) What is the website address of the organisation that is acting as the group's secretariat?

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

13c) What is the total value of the staff time that is being donated by the secretariat to the group in its reporting year?

Use the table in section 18 to identify which Value Band your estimate falls in then write the Value Band below.

£40,501 - £42,000

13d) Is the secretariat itself donating more than £1500 in the reporting year in the form of staff time to the group?

☒ Yes

☐ No

13e) Is the secretariat being paid over £1,500 in the reporting year by a third party specifically for the purpose of providing secretariat services to the group?

☒ Yes

☐ No

13f) If you answered YES in section 13e please name the third party/parties below.

Policy Connect is funded by the following to act as the group's secretariat and carry out activities:

ACCA

Career Development Institute

High Value Manufacturing Catapult

Institute of the Motor Industry

NOCN

South Thames College

University of Derby

Youth Futures Foundation

14) If your group has inherited, or expects to inherit, assets and/or liabilities 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

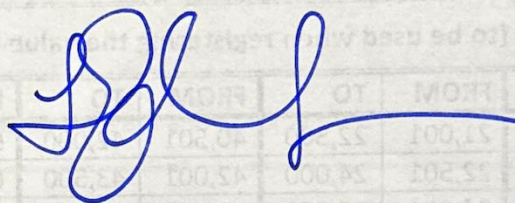
☒ No

If you ticked the Yes box, 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).

15) 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

Lauren Edwards MP

Date form signed by Chair

31/10/2024

16) Where to send your completed form

Email your form to:

The Office of the Parliamentary Commissioner for Standards at groupsregister@parliament.uk

- Include the group's name in the email's Subject field.
- Do not enclose minutes, membership lists, or any other documents with the form.
- Do not submit your form in hard copy or via the postal service

Confirmation of registration

Once your form has been processed, the Commissioner's office will send confirmation to the group's 'Chair & Registered Contact'. A copy will be also sent to the group's Public Enquiry Point if the group has registered an email address for them in section 8 of this form.

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 the Register is published every 6 weeks or so.

17) Who to contact if you need advice

For advice on any aspect of completing this form please contact the Office of the Parliamentary Commissioner for Standards:

Email: groupsregister@parliament.uk

Tel: 020 7219 0401

Website: www.parliament.uk/pcs

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

18) Value Bands (to be used when registering the 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

19) Data Privacy Notice

Parliamentary Commissioner for Standards [Privacy Notice](#)

Form issued by the Office of the Parliamentary Commissioner
for Standards – July 2024