



HOUSES OF PARLIAMENT
OUTREACH SERVICE

Future Years 1st December 2014

What is Parliament?

House of Commons

Monarch

House of Lords



What does Parliament do?

Makes and passes laws (Legislation)

Holds
Government
to account
(Scrutiny)

Enables the Government
to set levels of taxation



Briefing Parliamentarians


- ▶ Keep it brief- 1 side of A4
- ▶ Clear language – for an intelligent non specialist
- ▶ Be objective – let facts and research speak for themselves
- ▶ *Who are you and why are you contacting them?*
- ▶ *What is the issue and why is it relevant now?*
- ▶ *What is the impact/ who will it affect?*
- ▶ *What do you want to happen?*

Select Committees

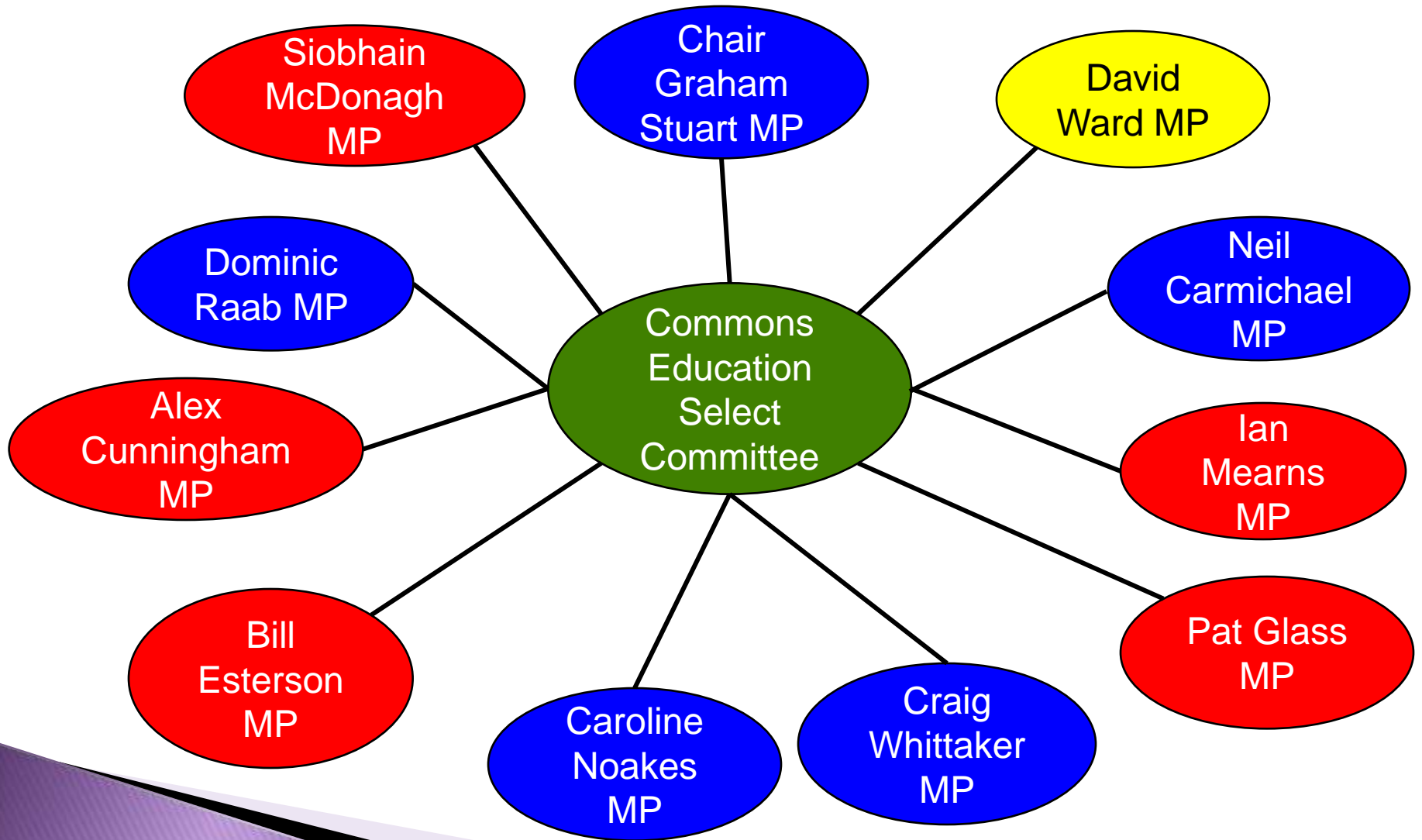
A highly influential group of MPs has said...

- A key aspect of scrutiny
- Committees scrutinise individual Government departments and key policy areas
- Work carried out through public inquiries
- Groups and individuals can submit evidence to inquiries

Commons Select Committees

- ▶ One committee for each Government department
 - ▶ Examine the departments: spending, policies and administration
 - ▶ Reflect the political balance of the House
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House of Commons Education Committee



Lords Select Committees

- ▶ Examine issues rather than departments
- ▶ No set political composition
- ▶ 5 Permanent committees:
 - Communications
 - Constitution
 - Economic Affairs
 - European Union
 - Science and Technology

House of Lords Communications Committee

Chair
Lord Best

Baroness
Scotland
of
Asthall

Lord Horam

Baroness
Bakewell

Baroness
Howarth
of
Beckland

Bishop
of
Norwich

Baroness
Deech

Baroness
Fookes

Lord
Razzall

Baroness
Hanham

Lord
Clement-Jones

Baroness
Healy
of
Primrose Hill

Lord
Dubs

Lord
Sherbourne
of
Didsbury

Stages of an Inquiry

Inquiry Announced
<u>Call for Evidence</u>
Written Evidence Deadline
<u>Oral Evidence Sessions</u>
Report Preparation
<u>Publication of Report</u>
<u>Government Response</u>

Submitting written evidence

- Check terms of reference, word limits, style guide and deadline
- Contact committee clerk to discuss your evidence
- Ensure evidence directly addresses terms of reference
- Provide something for the committee to consider
- Crisp direct responses backed up with research, stats and case studies are useful
- Remember to make recommendations

POST, House of Commons and House of Lords Libraries

- Provide specialist impartial information and briefing service for MPs, Peers, their staff, committees and staff of the Houses
- Produce wide range of briefing material
- Available online at www.parliament.uk under research publications

How to track what's going on

- Check list of open calls for evidence
- Sign up for e-mail alerts to individual committees
- Follow committees on social media – Facebook and Twitter

Useful Information

- www.parliament.uk and @UKParliament
- **Commons Information Office**
020 7219 4272 hcinfo@parliament.uk
- **Lords Information Office**
020 7219 3107 hlinfo@parliament.uk
- **Parliament's Outreach Service**
020 7219 1650
parliamentaryoutreach@parliament.uk