

# Professional Development & Knowledge Framework for Parliamentarians

## Aim:

As a newly elected Member of Parliament or Senator, the job of representing the electorate is a big responsibility which most elected officials have very little preparation or training for the role. Globally, parliamentarians are struggling to meet the ever growing expectations of their electorate.

While parliamentary systems vary around the world, many of the issues and challenges faced by Members are similar. To perform the roles of representation, legislation and scrutiny in an effective way requires a wide range of skills and an ability to reconcile competing demands.

This five-day programme offer elected officials the opportunity to professionally develop the skills they need in order to perform their roles in a more effective and fulfilling way. It will be led by highly experienced experts in parliamentary processes and procedures.

Participants will visit the Westminster Parliament to see debates, Public Bill Committees and Select Committees in action. Guest speakers will include current and former Members of Parliament (MP).



## What you will learn:

- The key principles of the legislative process
- Legislative drafting, from a Members' perspective, including drafting of amendments
- Scrutiny of government and financial oversight: how to play an effective role on a scrutiny committee
- Serving constituents and making effective representation
- Managing the workload by establishing your priorities
- Standards, privilege and contributing to anti-corruption practices
- Public relations, the use of social media and speech writing essentials



## Benefits of attending – You will be able to:

- Examine and debate the key issues facing Members in the wide range of roles that they perform, and apply the experience and knowledge gained to your own parliamentary role
- Identify and develop necessary skills to help perform your roles as an elected Member more effectively
- Experience the working of the UK Houses of Parliament and meet informally with MPs and peers to share experiences

# PROGRAMME OUTLINE

## Day 1

### *Overview of UK Parliament*

- Recent constitutional changes
- The work of Parliament
- The make-up of the two Houses of Parliament

### *Study visit – the role of House of Commons*

- House of Commons

### *Key players in the UK Parliament*

- Speaker of the House of Commons and the Lord Speaker
- Clerk of the House of Commons and Clerk of the Parliaments

## Day 2

### *The Legislative process: from policy to an Act of Parliament*

- The Statutory Context
- Before the Parliamentary Process
- Parliamentary process in the House of Commons
- Parliamentary process in the House of Lords

### *Study Visit – Code of Conduct for Members of Parliament*

- Office of the Parliamentary Commissioner for Standards

## Day 3

### *Parliamentary Questions*

- The varying types of Parliamentary Question in the Commons and the Lords
- How co-productive is your organisation?
- The power and limits of co-production

### *Study visit – the role of the House of Lords*

- House of Lords

## Day 4

### *Parliamentary Scrutiny: Select Committees*

- The evolution and role of Select Committees
- The powers, processes and remit of committees
- How lines of inquiry are decided
- How to engage with a committee
- How to provide briefing for witnesses and the committee

### *Study visit – the role of Departmental Clerk in Central Government*

- Department for Business, Energy and Industrial Strategy

## Day 5

### *Drafting Legislation*

- The role of the Office of the Parliamentary Counsel
- The role of government lawyers
- The end to end process from drafting to approval
- Joint Committee on Statutory Instruments
- Case study
- Common pitfall: retrospection, sub-delegation and jargon

### *Study visit – Commonwealth Parliamentary Association*

- Closing Ceremony

Duration: 5 days

Fees: £2,150

Date: 17th–21st July 2017

Location: London

For further details and programme booking, please email Ade Arimoro on [ade@civilservicecollege.org.uk](mailto:ade@civilservicecollege.org.uk), or telephone him on +44 (0)20 8 069 9003



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