



**PARLIAMENT**  
Republic of Trinidad and Tobago

Levels G - 7, Tower D  
The Port-of-Spain International Waterfront Centre  
1A Wrightson Road, Port-of-Spain

# REPORT



**65th Westminster Seminar on  
Parliamentary Practice and Procedure  
Westminster, London  
November 21 to 25, 2016  
London, United Kingdom**

## Introduction

1. The 65<sup>th</sup> Westminster Seminar on Parliamentary Practice and Procedure took place from November 21 to 25, 2016 at Houses of Parliament, London. The Seminar is an annual event and is considered the Commonwealth Parliamentary Association's (CPA) flagship capacity-building programme for first-term parliamentarians and newly appointed procedural and committee Clerks from across the Commonwealth.
2. The aim of the Seminar was to strengthen the knowledge, skills and confidence of first-term Members of Parliament and newly-appointed Clerks in the core aspects of their work of parliamentary practice and procedure within a Westminster framework.
3. The six (6) objectives of the 65<sup>th</sup> Westminster Seminar were:

**Objective 1.** To provide an overview of the leadership and administrative functions of Parliaments with the purpose of ensuring good governance.

**Objective 2.** To promote an understanding of parliamentary practice and procedure with reference to legislating and scrutinising the executive, as well as ethics, standards and accountability.

**Objective 3.** To clarify the role and responsibilities of parliamentarians in balancing their commitments as either a minister or backbencher, their work in the constituency/community, party discipline and transparency, cross-party relations.

**Objective 4.** To develop skills and abilities to carry out the work of a parliamentarian/Clerk with specific reference to committee work, parliamentary questions, engagement with the public, media and other stakeholders.

**Objective 5.** To explore the several sources of information and advice available to Members/Clerks.

**Objective 6.** To provide an opportunity for the first-term parliamentarians and newly appointed Clerks to network with their counterparts from across the Commonwealth.

## **Parliamentary Delegation**

4. The delegation to the 65<sup>th</sup> Westminster Seminar on Parliamentary Practice and Procedure comprised:
  - Hon. Shamfa Cudjoe, MP, Minister of Tourism and Member for Tobago West; and
  - Ms. Kimberly Mitchell, Procedural Clerk Assistant and Secretary to the delegation.
5. The delegation departed Trinidad and Tobago on Saturday November 19, 2016 and arrived in London on Sunday November 20, 2016.
6. The delegation departed London on Saturday November 26, 2016.
7. The programme of activities is provided in Appendix A.

## **Day 1**

### **Welcome and Introductions. Overview of the Seminar Programme**

8. The 65<sup>th</sup> Westminster Seminar on Parliamentary Practice and Procedure was formally opened by the Deputy Speaker and Chairman of Ways and Means, Rt Hon. Lindsay Hoyle MP.
9. He stressed the importance of the seminar in bringing together parliamentarians and clerks from across the Commonwealth, and praised the work of the CPA UK.

### **Session 1: Introduction to the Westminster System. Key Current Challenges**

10. Delegates introduced themselves, indicating where they were from and their respective roles and functions. There were approximately 70 clerks and parliamentarians present, with representation from Australia to St. Helena, and Montserrat to New Zealand.

## Common Challenges

11. The first formal session was chaired by the Rt. Hon. David Hanson MP, which provided delegates the opportunity to hear an overview of the current challenges facing the Westminster system.
12. He reminded delegates of the core function of Parliaments to hold Government to account and highlighted the important work of the Back Bench Business Committee, the Petitions Committee and the importance of technology such as emails and social media, which have drastically increased the expectations and demands of constituents.
13. The Rt. Hon. Cheryl Gillan MP, (*Conservative*), Member, Speaker's Committee for the Independent Parliamentary Standards Authority, discussed issues such as the protection and security of MPs, the modernisation of Parliaments, the Powers of Select Committees and the Powers of Backbenchers.
14. Lord Lisvane KCB DL, former Clerk of the Commons and now a Crossbench (*independent*) Member of the House of Lords, noted the similarities faced by parliamentarians across the Commonwealth, such as balancing constituency work with scrutinising and holding the Executive to account. He also noted the particular challenges facing the Houses of Parliament, notably dealing with Brexit and undertaking the renewal and restoration of Parliament.



Hon. Shamfa Cudjoe, MP at the start of the Seminar.

## **Session 2: Overview of the Legislative Process**

15. Lord Bowness, chaired the second session and gave delegates a chance to discuss some of the key building blocks of the legislative process. Liam Laurence Smyth, the Clerk of Legislation in the Commons, reminded participants that there are three types of Bills – Public, Private and Hybrid.

He gave a useful overview of the legislative process, noting recent changes, such as the introduction of “EVEL” – English Votes for English Laws.

16. Christine Salmon Percival, the Deputy Head of the House of Lords Legislation Office, gave delegates the perspective of the Upper House in the legislative journey. She noted that Peers were not subject to stringent “whipping” as their counterparts in the Commons, and reminded participants that Peers do not have the power to block Bills entirely.
17. The final speaker in this session was Elizabeth Gardiner from the Office of the Parliamentary Counsel, the body which has responsibility for drafting primary legislation. She set out a vision for “good law”, and remarked that proposed legislation should be accessible, necessary, clear, coherent and effective.

### **Session 3: Parliamentary Administration, Finance and Governance**



18. This session was chaired by former Deputy Speaker Nigel Evans, MP and gave delegates the opportunity to discuss and compare Parliamentary Administration, Finance and Governance in the different Commonwealth jurisdictions.

19. Keynote speeches were made by senior Clerks from both the House of Commons and the House of Lords by David Natzler and David Beamish respectively.
20. Mr. Natzler echoed Lord Lisvane's concerns of the twin challenges facing the House of Commons in the form of Brexit and the restoration and renewal of Parliament. He stressed the importance of the autonomy of the House of Commons and informed delegates that the roles of Clerk and Chief Executive had been recently spilt.
21. Mr. Beamish discussed the self-regulatory aspect of the House of Lords and gave an overview of recent changes such as the introduction of the position of Lord Speaker.



Hon. Shamfa Cudjoe, MP and Hon. Sen. Marcia Shirlan Barnwell, St. Vincent and the Grenadines share a light moment during the break.

## **Session 4: A 21<sup>st</sup> century Parliament: The Commonwealth and Brexit**

22. The day concluded with a panel discussion in the Robing Room in the Palace of Westminster, on the topic of *“The Commonwealth and Brexit.”* The discussion was chaired by Rt. Hon. David Hanson, MP, with Baroness Smith of Newnham, Chair of the Committee on Exiting the EU, Rt. Hon. Hilary Benn, MP and Hon. Ryan Callus from Malta comprising the panel.
23. The discussion provided delegates the opportunity to have a lively discourse on the opportunities and challenges posed by the recent EU referendum.



The panellists in the robing room discussing Brexit and its possible impact on the Commonwealth.

### **Day 2**

24. The second day was split into two (2) sessions, one (1) for Parliamentarians and one (1) for Clerks.

### **Members' Sessions**

#### **Session 5A: Role of a Member of Parliament**

25. This session was chaired by the Shadow Leader of the House Ms. Valarie Vaz, MP, along with Conservative Stephen Hammond, MP and the SNP's Tasmania Ahmed-Sheik, MP.



26. The discussion looked at the various aspects of an MP's work including the importance of representing both constituency and constituents, the role in developing legislation and the need for proper scrutiny of the Executive.

### **Session 6A: Role of the Opposition**

27. This session focused on the work of opposition MPs and was chaired by Diane Abbott, MP (*Labour*), Shadow Home Secretary. The Shadow Spokesperson on Foreign Affairs, Shadow Chief Whip and Shadow Leader of the House of Commons, the Rt. Hon. Tom Brake MP, gave an overview of the different ways in which opposition MPs can challenge and scrutinise governments through asking parliamentary questions, raising points of order and tabling amendments to Bills.

### **Session 7A: Business of the House**

28. Former Lord Speaker Rt. Hon. The Baroness Hayman GBE chaired this session that looked at the process of organising parliamentary business. She was joined by three (3) others, the former Deputy Leader of the Commons, Chris Bryant, MP, Deputy Speaker and former Chair of the Backbench Business Committee, Natascha Engel, MP and veteran backbencher Paul Flynn, MP.
29. Mr. Bryant raised concerns about the rise in the use of secondary legislation, which is usually subject to less parliamentary scrutiny than primary legislation.
30. Mr. Flynn gave an explanation of the work of the Shadow Leader of the House while Ms. Engel discussed the way in which sitting hours have changed over the past twenty (20) years. She argued that better more sensible hours led to better law-making.

### **Session 8A: Party Discipline in Parliament**

31. This session was chaired by Rt. Hon. Anne Milton MP (*Conservative*), Deputy Chief Whip and focused on the secretive world of the Whips Office. She was joined by Rt. Hon. Alan Campbell, MP, and together provided an overview of the work of Party Whips.

32. They highlighted the breadth of the responsibilities of Party Whips including the fact that they increasingly have to play a human resource role in ensuring the well-being of their MPs.

### **Session 9A: Legislative Process: Pre-Legislative Scrutiny and Committee Stage; Amending Legislation**

33. The session was chaired by Mr. Gary Streeter, MP (*Conservative*) and looked at the role of committee stage in amending legislation and the importance of pre-legislative scrutiny.
34. Mr. David Lloyd gave an overview of the House of Commons Scrutiny Unit, while Marek Kubala, the Clerk of Divisions, explained the work of Public Bill Committees and the importance of keeping amendments within the scope of a Bill.
35. Dr. Louise Thompson from the University of Surrey provided an academic perspective on the committee stage. She noted that Public Bill Committees should not just be viewed as a place for tabling amendments, but also for probing, testing, seeking clarification, and putting points of view on the record.

### **Session 10A: Role of a Committee Member**

36. Tim Loughton, MP, (*Conservative*), Member, Home Affairs Committee, House of Commons, chaired this session on the vital work members of select committees can undertake in scrutinising the Executive. He was joined by Mr. Ian Wright, MP (*Labour*), Chair Business, Energy and Industrial Strategy Committee.
37. The importance of cross-party consensus in agreeing on committee reports was noted as well as the fact that much of the committee business was vital “under the radar” work, rather than the headline-grabbing hearings that some committees are known for.

38. Delegates were excited to hear from the Secretary General of the Commonwealth, Ms. Patricia Scotland QC, who joined in the discussions just before it ended.



Ms. Patricia Scotland QC, Secretary General of the Commonwealth

## **Clerks' Sessions**

### **Session 5B: Role of the Clerk: Select Committees**

39. Mr. James Rhys, Clerk, Exiting the European Union Committee, House of Commons chaired this session that looked at the skills and knowledge required by select committees to carry out their work programmes and what was required of Clerks to get the job done. He stressed the importance of using an evidence based approach which is critical to building consensus and credibility.

### **Session 6B: Role of the Clerk: Legislation**

40. The session was chaired by Mr. Colin Lee, Clerk of Bills, House of Commons and explored the work of a clerk in relation to legislation. Delegates were exposed to the legislative process in the House of Lords where all amendments are called and can be debated for as long as Members like. It was also interesting to note that there is no government majority in the House of Lords.

41. Clerks were reminded of the need to be neutral, impartial and fair and that their role is not to be a negotiator but to ensure that the formal process runs well.

### **Session 7B: Role of the Clerk: Procedure**

42. The session looked at the role of a clerk in giving advice on parliamentary procedure, common practice and interpretation of Standing Orders and precedent.
43. Mr. Mark Hutton, Clerk of Journals, House of Commons chaired the session and informed delegates that many of the Standing Orders were derived from precedent.

### **Session 8B: Member/Clerk Relations**

44. Ms. Madeline Moon, MP (*Labour*), Member, Defence Committee, House of Commons and Chris Shaw, Clerk of Business, Energy and Industrial Strategy Committee, House of Commons, chaired the session, which explored the mechanisms for an effective working relationship between parliamentarians and clerks.
45. Delegates were informed that an ideal clerk will:
  - know a particular subject matter well;
  - be honest and open;
  - never allow a Member to 'look bad';
  - give of his/her time and expertise; and
  - respect boundaries.

### **Session 9B: Legal Services & the Speaker's Counsel**

46. Saira Salimi, Speaker's Counsel, House of Commons and Michael Carpenter CB, Former Speaker's Counsel, House of Commons took the lead on this session and provided Clerks with an overview of the legal services available in Westminster and engaged participants on the role of the Speaker's Counsel.

## **Session 10B: Standing Orders**

47. Martyn Atkins, Clerk, Procedure Committee, House of Commons chaired the session on standing orders. He informed participants that standing orders may be derived from the following:
- custom and precedence (Erskine May);
  - orders;
  - rulings of the Speaker;
  - resolutions made by the House; and
  - legislation.

## **Day 3**

### **Session 11: Giving Parliamentarians a Voice: Amendments, Adjournment Debates, Parliamentary Questions & Motions**

48. The session was chaired by Mr. Charles Walker OBE, MP, (*Conservative*), Chair, Procedure Committee, House of Commons. He was joined by Mr. Patrick Grady, MP (SNP), Spokesperson for International Development and Mr. Mike Hennessy, Clerk, Backbench Business Committee, House of Commons.
49. The session explored the procedure, practice and effectiveness of contributing to debates, drafting and signing Early Day Motions, parliamentary questions (oral and written), proposing amendments to legislation, debating the budget as well as raising issues at the constituency level.

### **Session 12: Holding the Prime Minister to Account – Prime Minister’s Questions (video stream)**

50. Rt. Hon. Sir Alan Haselhurst, MP (*Conservative*), Member, CPA UK Executive Committee, chaired the session with interventions by Mr. George Holingbery, MP (Conservative), Parliamentary Private Secretary to the Prime Minister and Mr. David Hanson, MP (*Labour*), Hon. Treasurer, CPA UK Executive Committee.

51. Delegates were briefed on the purpose of PMQs and other ways in which the Prime Minister can be held to account and were then given the opportunity to view PMQs live via a video stream.

### **Session 13: The Accountable Parliament: Parliamentary Ethics & Standards**

52. This session provided delegates with an overview of how parliamentary ethics and standards have evolved and discussed the practice of upholding the parliamentary Code of Conduct.
53. Chaired by Rt. Hon. Sir Kevin Barron, MP (Labour), Chair, Committee on Standards and Committee on Privileges, House of Commons, delegates were reminded that MPs are not to receive any benefits be it directly or indirectly. It was also interesting to note that any Member of Parliament who is sentenced for twelve (12) months or more will be debarred.

### **Session 14: The Role of a Speaker**

54. The session was chaired by Rt. Hon. Sir Alan Haselhurst, MP (Conservative), Member, CPA UK Executive Committee with interventions by Rt. Hon. John Bercow, MP, Speaker of the House of Commons and Rt. Hon. Baroness D'Souza CMG (Crossbencher), Former Lord Speaker. It gave delegates an opportunity to understand the various roles of a Speaker especially in a modern day Parliament.
55. Delegates were given a bit of history as it concerned the creation of the position of Lord Speaker in the House of Lords. It was interesting to note that the post was created in 2006 and prior to this, the presiding officer was the Lord Chancellor, who was also a member of the Judiciary.
56. The House of Lords is a self-regulating House and as such, there is a limited role for the Lord Speaker.
57. Interventions were made by the Hon. Leonne Theodore-John, MP, Speaker of the House of Assembly, Parliament of St. Lucia, who gave some insights into the role of a Speaker. She indicated that the Speaker must not be inflexible, should be able to share humour at the right moments to dispel tension, must

be a guardian and servant of the House and run the affairs of the Office of the Parliament.

58. She shared with delegates the fact that the House of Assembly currently does not have a Deputy Speaker due to some internal issues.



A cross section of the delegates listening attentively during the session.

### **Session 15: Knowledge is Power: Parliamentary Research and Information Services**

59. A panel comprising Jo Churchill, MP, (*Conservative*), Member, Women and Equalities Committee, House of Commons, Martin Leay, Deputy Director, Parliamentary Research Service, Penny Young, Librarian and Director General of Information Services, House of Commons and Dr. Chandrika Nath, Director, Parliamentary Office of Science and Technology, provided delegates with an overview of the different research and information services available to parliamentarians.

60. Dr. Chandrika Nath informed delegates about the work of POST and how it provides support to Committees. Dr. Nath explained that POST has four (4) Sections focused on Physical Sciences and ICT, Social Sciences, Energy and Environment and Biological Sciences and Health. Post is involved in a number of events including outreach and capacity building.

#### **Day 4**

#### **Session 16: Parliament in the Age of Modern Democracy: Education & Outreach**

61. The session was chaired by Meg Hillier, MP (Labour), Chair, Public Accounts Committee, Former Member, Speaker's Commission on Digital Democracy, House of Commons, together with David Clark, Head of Education and Engagement, Houses of Parliament, and Daniel Gallacher, Education Manager, Parliamentary Education Service, Houses of Parliament.
62. Delegates were provided with an overview of the available mechanisms to connect with the public. The importance of parliamentary education and outreach was stressed by all members of the panel, who reminded delegates that such engagement was necessary to build public trust in Parliament.
63. Ms. Hillier explained some of the findings of the Commission on Digital Democracy, including a call for online voting to be available by 2020, and making broadcast footage of parliamentary proceedings freely available.
64. Mr. Clark presented delegates with the sobering fact that sixty-seven (67%) percent of the public do not feel they know what the Parliament does.
65. Mr. Daniel Gallacher ended the session by providing delegates with an explanation of the background to and development of the Education Centre. He revealed that around four hundred (400) children visit the centre every day.



## **Session 17: Parliament and Partnership: Media, NGOs, CSOs and Public Engagement**

66. The session, chaired by John Nicolson, MP, SNP Spokesperson for Media, explored the role of the media in scrutinising the work of parliament and the role of MPs.
67. He stressed the need for a strong and independent press, on a local, regional and national level. He also noted that one of the ways that Parliament was increasingly appearing in the media was through the increased powers of select committees, and the number of high-profile witnesses that appear before and are questioned by the Committees.
68. Ms. Sophia Linehan, Acting Head of Media Relations, House of Commons informed delegates that they receive around two thousand, five hundred (2,500) media enquiries a year.
69. She highlighted the balance between reactive work – such as rebutting inaccurate stories – and proactive work, seeking outlets to highlight good work being done by and in Parliament. She also gave delegates an overview of recent examples of filming in Parliament, for documentaries and films.
70. The delegates were then shown two (2) examples of such documentaries, one of which was entitled “*Inside the Commons*,” by BBC.
71. Ms. Susan Elan Jones, MP, (*Labour*), Member, Committee of Standards and Committee on Privileges, House of Commons focused on the partnership work that Parliament undertakes with charities, highlighting the work of the All Party Parliamentary Group on Charities and Volunteering, which she chairs.
72. Mr. Clark then closed off the session by focusing on public engagement. He gave specific examples of how the UK Parliament tries to engage with local communities, such as the “*Parliament in the High Street*” programme.

## **Session 18: Working Parliament – Observing UK Parliament in Action**

73. In this session, delegates were split into groups and given the opportunity to observe the workings of the UK Parliament through the observation of a live debate in the House of Lords and the House of Commons, as well as visit MPs' parliamentary offices and the Hansard office.

## **Session 19: Chamber Debate (including briefing)**

74. This session gave delegates the opportunity to put into practice all they would have learnt during the seminar. Parliamentarians debated the motion *“Legislatures should adopt quotas to give greater priority to increasing the numbers of women and people from ethnic minority backgrounds among elected members of Parliament”*.
75. UK MP Gavin Shaker, MP, gave an opening statement in support of the motion. This was then followed by passionate speeches both for and against the motion. In the end, the motion was defeated by 23 votes to 13.
76. Hon. Di Farmer MP from the Queensland Parliament chaired the debate, and Mr. Liam Laurence Smyth, Clerk of Legislation in the House of Commons, acted as the Clerk.

## **Visit to MPs' Offices**

77. Delegates were split into groups and taken to various MPs' offices. Ms. Shamfa Cudjoe, MP and I were part of a group taken to visit with Ms. Dawn Butler, Labour MP for Brent Central. Unfortunately, Ms. Butler had an engagement in her constituency and was unable to meet with our group. Her staff however, was quite knowledgeable and gracious and answered all our questions.

## Day 5

### **Session 20: Private Members' Legislation**

78. Mr. Andrew Stephenson, MP, (Conservative), Parliamentary Private Secretary to the Secretary of State for Foreign and Commonwealth Affairs, chaired the session with interventions by Baroness Young of Hornsey OBE (Crossbencher) and Kate Emms, Former Clerk of Private Member Bills, House of Commons.
79. Delegates were informed that Private Members' Bills are a valuable mechanism that can be used to create legislation and raise important issues. They can be achieved through Ten Minute Rule Bills and balloted Private Members Bills (PMBs). A minority of them can become law, and through publicity on a specific issue, they can sometimes affect legislation indirectly.

### **Session 21: Visit to the Private Members' Bill Session**

80. Due to time constraints, delegates were unable to visit a Private Members' Bill Session and instead went on to the following session.

### **Session 22: Group Exercise**

81. Delegates were split into groups and worked on answering four (4) questions on backbench legislation. They were also given the opportunity to draft a short Bill. Our group worked on draft legislation seeking to regulate the use of marijuana. Through this exercise, participants were able to learn of the different legislation governing the use of marijuana in different jurisdictions.



## **Session 23: Key lessons Learned and Feedback Session**

82. Delegates expressed their thanks for the knowledge shared and gained during the seminar and thanked the CPA UK Executive Committee for hosting it.
83. Most delegates agreed that the time period allocated to the various sessions were too short and would have preferred a more in-depth look at the various topics. Some even expressed dissatisfaction with the food provided during the seminar.
84. But the majority of the delegates indicated that they enjoyed the programme and appreciated meeting and learning new things from different jurisdictions.
85. At the end of this final session, there was a closing address and the presentation of certificates to delegates.

Hon. Shamfa Cudjoe, MP  
Head of Delegation  
December 28, 2016



# Programme

Please note that all programme activities will take place in the Attlee Suite, Portcullis House, Houses of Parliament, unless otherwise indicated.

## Sunday 20 November

All Day	Arrival Day
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## Monday 21 November - Attlee Suite

09:00-11:00	<b>Tour of the Houses of Parliament</b> ( <i>optional element - booked in advance</i> )
10:00-10:45	Registration at Park Plaza Riverbank Hotel
11:00-11:30	Depart Park Plaza Riverbank Hotel by coach to the Portcullis House, Houses of Parliament
12:00-12:45	Welcome Lunch
12:45-13:45	<p><b>Welcome and Introductions. Overview of the Seminar Programme</b></p> <p><i>Chair &amp; Contributor: Rt Hon. Lindsay Hoyle MP (Labour), Deputy Speaker of the House of Commons and Chairman of Ways and Means</i>  <i>Andrew Tuggey CBE DL, Chief Executive &amp; Secretary, CPA UK</i></p>
13:45-14:45	<p><b>Session 1. Introduction to the Westminster System. Key Current Challenges</b></p> <p>This seminar uses the UK Parliament as a template for discussion on parliamentary practice and procedure. This session will provide an overview of the development of parliamentary democracy and the Westminster system, from historic milestones, to its defining features and current challenges.</p> <p><i>Chair: Rt Hon. David Hanson MP (Labour), Hon. Treasurer, CPA UK Executive Committee</i>  <i>Rt Hon. Cheryl Gillan MP (Conservative), Member, Speaker's Committee for the Independent Parliamentary Standards Authority</i>  <i>Lord Lisvane KCB DL (Crossbencher)</i></p>
14:45-15:45	<p><b>Session 2. Overview of the Legislative Process</b></p> <p>The legislative process is a core element of parliament's work. The Westminster Seminar programme will look in detail at various aspects of the process, from inception to Royal Assent. This session offers an introductory overview of the passage of bills through parliament. How are bills drafted? What are the opportunities for public consultation? How do Public Bill Committees function? What is the purpose of secondary legislation?</p> <p><i>Chair: Lord Bowness CBE DL (Conservative)</i>  <i>Liam Laurence Smyth, Clerk of Legislation, House of Commons</i>  <i>Elizabeth Gardiner, First Parliamentary Counsel, Office of the Parliamentary Counsel</i>  <i>Christine Salmon Percival, Deputy Head, Legislation Office, House of Lords</i></p>
15:45-16:00	Coffee/Tea
16:00-17:00	<p><b>Session 3. Parliamentary Administration, Finance &amp; Governance</b></p> <p>A modern-day parliament is a complex institution that requires an appropriate management structure to ensure its effective functioning and independence. Many parliaments are governed or administered by a form of Commission/Committee comprising of its Members, and in some instances overseen by the executive. This session examines how the UK Parliament is administered and governed. What are the roles of the House of Commons Commission and House of Lords House Committee? How do these bodies interact with their respective Executive Committees and Management Boards and each other? How is tradition balanced with modern practicalities?</p> <p><i>Chair: Nigel Evans, MP (Conservative), Member, International Development Committee, House of Commons; Former Deputy Speaker, House of Commons</i>  <i>David Natzler, Clerk of the House of Commons</i>  <i>David Beamish, Clerk of the Parliaments</i></p>



17:00-17:30	<i>Escort on foot to the Robing Room, Palace of Westminster</i>
17:30-19:30	<b>Session 4. A 21st century Parliament: The Commonwealth &amp; Brexit</b>  Within the Commonwealth, there was 'cautious optimism' that Brexit could provide Commonwealth states with untapped opportunities and the potential to increase trade with the UK. Britain has a shared history with the Commonwealth, including strong cultural links, a common language, business practices and legal systems. For many businesses and individuals across the Commonwealth, these connections remain important. This panel discussion will look at the implications of Brexit for Britain's relationship with the Commonwealth. What are the parliamentary and legislative implications? How sovereign is the UK Parliament?  <i>Followed by a reception in the Robing Room, Palace of Westminster</i>
19:30	<i>Coach departure for the hotel</i>



## Tuesday 22 November - Various Locations

08:15-09:00 Depart Hotel by coach to the Houses of Parliament

<b>Members only</b> - Attlee Suite, Portcullis House (Group A)		<b>Clerks only</b> - CPA Room, Westminster Hall (Group B)	
09:00-10:00	<p><b>Session 5A. Role of a Member of Parliament</b></p> <p>What is the role of an MP in the UK Parliament? How can MPs balance various commitments and prioritise their time between their constituencies, Westminster, special interests and many other political and personal pressures? What is the relationship between the political party and the MP? What are the differences between a list MP and a constituency MP?</p> <p><i>Chair and Contributor:</i> Valerie Vaz MP (Labour) Stephen Hammond MP (Conservative), Member, Treasury Committee, House of Commons Laurence Robertson MP (Conservative), Chair, Northern Ireland Affairs Committee, House of Commons Tasmina Ahmed-Sheikh OBE MP (SNP) Spokesperson for International Trade</p>	09:00-10:00	<p><b>Session 5B. Role of the Clerk: Select Committees</b></p> <p>This session will explore the skills and knowledge required by select committees in carrying out their programme of work. What is the role of Clerks in planning? What role should clerks play during inquiry sessions? What makes for an impactful and comprehensive committee report? How do clerks contribute to ensuring effective follow-up on committee recommendations?</p> <p><i>Contributor:</i> James Rhys, Clerk, Exiting the European Union Committee, House of Commons</p>
10:00-11:00	<p><b>Session 6A. Role of the Opposition</b></p> <p>This session will look at life in opposition and cross-party cooperation. What is the role of opposition parties in scrutinising the executive? What is understood by the terms 'Loyal or Official Opposition' and 'Government-in-waiting'? What is the role of the Leader of the Opposition and the Shadow Cabinet? How are political parties financed?</p> <p><i>Chair and contributor:</i> Diane Abbott MP (Labour), Shadow Home Secretary Rt Hon. Tom Brake MP (Liberal Democrats), Shadow Spokesperson on Foreign Affairs, Shadow Chief Whip &amp; Shadow Leader of the House of Commons Kirsty Blackman MP, (SNP) Spokesperson for House of Lords Nick Smith MP (Labour), Member, Public Accounts Committee, House of Commons</p>	10:00-11:00	<p><b>Session 6B. Role of the Clerk: Legislation</b></p> <p>This session will discuss the work of a clerk in relation to legislation. What are the key skills required and the challenges faced by a clerk of Public Bill Committees? What is the role of the clerk in supporting the amendment stages of the legislative process? Where can clerks seek advice? What is a Private Bill?</p> <p><i>Chair and Contributor:</i> Colin Lee, Clerk of Bills, House of Commons Susannah Street, Clerk, Public Bill Office, House of Lords</p>
11:00-11:15	Coffee/Tea	11:00-11:15	Coffee/Tea
11:15-12:15	<p><b>Session 7A. Business of the House</b></p> <p>This session will look at the process of organising the UK Parliament's business. How does the Leader of the House organise government business? What is the Leader's role in enhancing parliament/government relations? How is backbench business allocated? What are the 'Usual Channels'? What recent changes have been made to ensure the parliamentary calendar is more family-friendly and flexible?</p> <p><i>Chair:</i> Rt Hon. Baroness Hayman GBE (Crossbench) Kevin Foster MP (Conservative), Member, Backbench Business Committee, House of Commons Paul Flynn MP (Labour), Former Shadow Leader of the House of Commons Chris Bryant MP (Labour) Former Deputy Leader of the House of Commons</p>	11:15-12:15	<p><b>Session 7B. Role of the Clerk: Procedure</b></p> <p>This session will look at the role of a clerk in giving advice on parliamentary procedure, looking at common practice, interpretation of Standing Orders and precedent.</p> <p><i>Contributor:</i> Mark Hutton, Clerk of Journals, House of Commons</p>



12:15-13:15	<p><b>Session 8A. Party Discipline in Parliament</b></p> <p>A discussion on party discipline and the role of Whips in the UK Parliament. How do Whips operate as a channel of communication between the front and backbenches? How is discipline maintained? How are Whips' offices organised? How do Whips interact with Members who take the major decision to vote against their party line? Is the role of the Whips changing?</p> <p><i>Chair: Rt Hon. Anne Milton MP (Conservative), Deputy Chief Whip</i>  <i>Rt Hon. Dame Rosie Winterton MP (Labour), Chair, Finance Committee, House of Commons and former Chief Whip</i></p>	12:15-13:15	<p><b>Session 8B. Member/Clerk Relations</b></p> <p>A discussion on what makes for an effective working relationship between parliamentarians and clerks. Clerks and officials are the oil in the parliamentary engine. For parliaments to function effectively and efficiently there should be mutual respect and esteem between parliamentarians and clerks. How can the relationship be enhanced? How to ensure an effective working relationship in a committee environment?</p> <p><i>Chair and Contributor: Madeleine Moon MP (Labour), Member, Defence Committee, House of Commons</i>  <i>Chris Shaw, Clerk, Business, Energy and Industrial Strategy Committee, House of Commons</i></p>
13:15-14:00	Lunch	13:15-14:15	Lunch
14:00-14:15	<p><b>Briefing on the Chamber Debate</b></p> <p>Liam Laurence Smyth, Clerk of Legislation, House of Commons</p>		
14:15-15:45	<p><b>Session 9A. Legislative Process: Pre-Legislative Scrutiny and Committee Stage; Amending Legislation</b></p> <p>What is the purpose of pre-legislative scrutiny? Is it effective? How are draft bill committees formed and how do they operate? Where can Members seek specialist advice on pre-legislative scrutiny of a bill?</p> <p>This session will also examine the process of amending legislation through its various stages (reading, committee, report, ping pong, etc). What are the hurdles in amending legislation? What determines a successful amendment?</p> <p><i>Chair and Contributor: Gary Streeter MP (Conservative)</i>  <i>David Lloyd, Head of Scrutiny Unit, House of Commons</i>  <i>Dr Louise Thompson, Lecturer in British Politics, University of Surrey</i>  <i>Marek Kubala, Clerk of Divisions, House of Commons</i></p>	14:15-15:15	<p><b>Session 9B. Legal Services &amp; the Speaker's Counsel</b></p> <p>What is the role of the Office of Speaker's Counsel? Where can clerks turn to for specialised legal advice? What is the role of the Office of Speaker's Counsel in scrutinising domestic legislation?</p> <p><i>Contributor: Saira Salimi, Speaker's Counsel, House of Commons</i>  <i>Michael Carpenter CB, Former Speaker's Counsel, House of Commons</i></p>
15:45-16:00	Coffee/Tea	15:15-15:30	Coffee/Tea
16:00-17:00	<p><b>Session 10A. Role of a Committee Member</b></p> <p>The session will provide an overview of the Westminster select committee system. What role do committees play in holding the government to account? How are committees formed? How to ensure their independence and effectiveness?</p> <p><i>Chair and Contributor: Tim Loughton MP (Conservative), Member, Home Affairs Committee, House of Commons</i>  <i>Iain Wright MP (Labour), Chair, Business, Energy &amp; Industrial Strategy Committee, House of Commons</i>  <i>Helen Jones MP (Labour), Chair, Petitions Committee, House of Commons</i></p>	15:30-16:30	<p><b>Session 10B. Standing Orders</b></p> <p>Standing Orders guide the way parliament operates and are constantly revised to meet the ever-changing needs. How can Standing Orders be amended? How are they codified? What is Erskine May? Can Standing Orders be suspended? What is the role of Sessional Orders?</p> <p><i>Contributor: Martyn Atkins, Clerk, Procedure Committee, House of Commons</i></p>
17:00	Depart for hotel	16:30-17:00	Visit to the House of Commons Gift Shop - Depart for the hotel





## Wednesday 23 November 2016 - Attlee Suite

08:45-09:30	<i>Depart Hotel by coach to the Houses of Parliament</i>
09:30-11:00	<p><b>Session 11. Giving Parliamentarians a Voice: Amendments, Adjournment Debates, Parliamentary Questions &amp; Motions</b></p> <p>Within the Westminster parliamentary system what tools are at the disposal of individual parliamentarians to raise issues of importance? This session will discuss the procedure, practice and effectiveness of contributing to debates, drafting and signing Early Day Motions, parliamentary questions (oral and written), proposing amendments to legislation, debating the budget as well as raising issues at the constituency level. What is the purpose of an adjournment debate? What rules govern parliamentary questions? How do questions enable parliamentarians to hold the government to account – and how effective is the summoning of ministers to answer an urgent question?</p> <p><i>Chair and Contributor:</i> Charles Walker OBE MP (<i>Conservative</i>), <i>Chair, Procedure Committee, House of Commons</i> Patrick Grady MP (<i>SNP</i>), <i>Spokesperson for International Development</i> Mike Hennessy, <i>Clerk, Backbench Business Committee, House of Commons</i></p>
11:00-11:15	<i>Coffee/Tea</i>
11:15-12:30	<p><b>Session 12. Holding the Prime Minister to Account – Prime Minister's Questions [video stream]</b></p> <p>At Westminster, the Prime Minister appears in the House of Commons once a week to answer questions. Many parliaments have a similar process. What is the purpose and procedure of Prime Minister's Questions (PMQs)? How effective are PMQs in holding the Prime Minister to account? In what other ways is the Prime Minister held to account? Following on from this discussion, delegates will have the opportunity to view PMQs live via a video stream in the Attlee Suite.</p> <p><i>Chair and Speaker:</i> Rt Hon. Sir Alan Haselhurst MP (<i>Conservative</i>), <i>Member, CPA UK Executive Committee</i> George Hollingbery MP (<i>Conservative</i>), <i>Parliamentary Private Secretary to the Prime Minister</i> Rt Hon. David Hanson MP (<i>Labour</i>), <i>Hon. Treasurer, CPA UK Executive Committee</i></p>
12:30-13:15	<i>Lunch</i>
13:15-14:30	<p><b>Session 13. The Accountable Parliament: Parliamentary Ethics &amp; Standards</b></p> <p>This session will provide an overview of how parliamentary ethics and standards evolved and will discuss the practice of upholding the parliamentary Code of Conduct. How are the rules on parliamentary privilege affected by the modern-day environment in which they operate? What is the role of the Parliamentary Commissioner for Standards and how does it differ from the work of IPSA? Why are these separate committees on Standards and on Privileges?</p> <p><i>Chair and Contributor:</i> Rt Hon. Sir Kevin Barron MP (<i>Labour</i>) <i>Chair, Committee on Standards and Committee on Privileges, House of Commons</i> Lord Bew (<i>Crossbencher</i>), <i>Chair, Committee on Standards in Public Life</i> Dr Lynn Gardner, <i>Clerk, Committee on Standards and Committee on Privileges, House of Commons</i> Kathryn Hudson, <i>Parliamentary Commissioner for Standards</i></p>
14:30-15:30	<p><b>Session 14. The Role of a Speaker</b></p> <p>The Speakers/Presiding Officer of a parliament is a very important appointment and one that has played a unique and prominent role throughout the development of the Westminster system. What is the role of the Speaker in a modern-day parliament? How is the Speaker elected and how can he/she ensure independence? How can the Speaker ensure his/her impartiality and fairness? Should the Speaker be a serving parliamentarian? How does the role of the Speaker vary between the two Houses?</p> <p><i>Chair:</i> Rt Hon. Sir Alan Haselhurst MP (<i>Conservative</i>), <i>Member, CPA UK Executive Committee</i> Rt Hon. John Bercow MP, <i>Speaker of the House of Commons</i> Rt Hon. Baroness D'Souza CMG (<i>Crossbencher</i>), <i>Former Lord Speaker</i></p>
15:30-15:45	<i>Coffee/Tea - Group photo</i>



15:45-17:00	<p><b>Session 15. Knowledge is Power: Parliamentary Research and Information Services</b></p> <p>To function better, parliamentarians should have access to up-to-date, reliable and independent information services, but the investment is large. How are information services structured in a modern parliament? Taking Westminster as an example, what services are offered through the House of Commons Library, research departments and the Parliamentary Office of Science and Technology (POST)? What other information services are available to Members? How can parliamentary staff use the information available to offer targeted advice to their Members?</p> <p><i>Jo Churchill MP (Conservative), Member, Women and Equalities Committee, House of Commons</i> <i>Martin Leay, Deputy Director, Parliamentary Research Service</i> <i>Penny Young, Librarian and Director General of Information Services, House of Commons</i> <i>Dr Chandrika Nath, Director, Parliamentary Office of Science and Technology</i></p>
17:15	<i>Depart for the hotel by coach</i>



## Thursday 24 November 2016 - Attlee Suite

08:00-08:45	<b>Visit to the Parliamentary Education Centre</b> <i>(optional - limited availability)</i>
08:15-09:00	<i>Depart Hotel by coach to the Houses of Parliament</i>
09:00-10:00	<p><b>Session 16. Parliament in the Age of Modern Democracy: Education &amp; Outreach</b></p> <p>A modern-day parliament has numerous mechanisms to directly connect with the public. How can modern technology and innovation ensure parliaments are more accessible, engaging and representative? Can technology provide innovative solutions to closing the communication gap between parliaments and the younger generation? Does it lead to more representative democracies?</p> <p><i>Chair: Meg Hillier MP (Labour), Chair, Public Accounts Committee; Former Member, Speaker's Commission on Digital Democracy, House of Commons</i>  <i>David Clark, Head of Education and Engagement, Houses of Parliament</i>  <i>Daniel Gallacher, Education Manager, Parliamentary Education Service, Houses of Parliament</i></p>
10:00-11:15	<p><b>Session 17. Parliament and Partnership: Media, NGOs, CSOs and Public Engagement</b></p> <p>To ensure a fully functioning, open and transparent democracy, it is vital that the media and civil society are key parliamentary stakeholders, and that strong relationships are built, based on mutual respect and recognition. Yet in reality, this is not always the case. This session will discuss the role of the media in scrutinising the work of parliament and the role of MPs. How can a successful relationship be developed? What has been the impact of new technologies and social media on the oversight function of the media and its relationship with parliamentarians? The session will also touch upon the relationship between parliamentarians, NGOs and civil society and investigate how mutual cooperation can be encouraged, and how more active partnership can lead to better and more representative decision making?</p> <p><i>Chair and Contributor: John Nicolson MP, SNP Spokesperson for Media</i>  <i>Susan Elan Jones MP (Labour), Member, Committee of Standards and Committee on Privileges, House of Commons</i>  <i>Sophia Linehan, Acting Head of Media Relations, House of Commons</i>  <i>David Clark, Head of Education and Engagement, Houses of Parliament</i></p>
11:15-11:30	<i>Coffee/Tea</i>
11:30-13:00	<p><b>Session 18. Working Parliament - Observing UK Parliament in Action</b></p> <p>In small groups, participants will have a unique opportunity to see 'behind the scenes' and observe the workings of the UK Parliament, from observing debates, committee hearings, to visiting an MP's parliamentary office or the Hansard Office.</p>
13:00-14:00	<i>Lunch</i>
14:00-15:30	<p><b>Session 19. Chamber Debate (including briefing)</b></p> <p>The Chamber Debate will provide an opportunity for delegates to put into practice what they have learnt throughout the week of the seminar. It will also allow for an open discussion about the inclusivity of parliaments in the 21<sup>st</sup> century, focusing on concepts such as gender parity and ethnic minority representation.</p> <p><i>Chair and Presiding Speaker: Rt Hon. Lindsay Hoyle MP (Labour), Chairman, Ways and Means and Deputy Speaker Clerk of the Chamber Debate: Liam Laurence Smyth, Clerk of Legislation, House of Commons</i></p> <p><i>Opening Statement: Gavin Shuker MP (Labour), Member, Women and Equalities Committee, House of Commons</i></p>
15:30-16:00	<i>Coffee/Tea</i>
16:00	<i>Depart for the hotel by coach</i>



## Friday 25 November 2016 - Attlee Suite

09:00-10:00	<b>Session 20. Private Members' Legislation</b>  Private Members' Bills are a valuable mechanism for UK parliamentarians to create legislation and raise important issues. These can be achieved through Ten Minute Rule Bills and balloted Private Members Bills (PMBs). A minority of these can become law, and by creating publicity around an issue, they may affect legislation indirectly. This session will discuss the procedure, practice and effectiveness of Member-led Bills through specific case studies.  <i>Chair &amp; Contributor: Andrew Stephenson MP (Conservative), Parliamentary Private Secretary to the Secretary of State for Foreign and Commonwealth Affairs</i> <i>Speaker: Baroness Young of Hornsey OBE (Crossbencher)</i> <i>Speaker: Kate Emms, Former Clerk of Private Member Bills, House of Commons</i>
10:00-10:30	<b>Session 21. Visit to the Private Members' Bill Session</b>  All participants will have to opportunity to observe a Private Member Bill debate in the House of Commons Chamber.
10:30-11:00	<i>Coffee/Tea</i>
11:15-12:30	<b>Session 22. Group Exercise</b>  In smaller groups, participants will examine four questions on backbench-led legislation. Participants will also have the opportunity to draft a short bill.  <i>Facilitator: Kate Emms, Former Clerk of Private Member Bills, House of Commons</i> <i>Facilitator: Fergus Reid, Clerk, International Trade Committee House of Commons</i> <i>Facilitator: Theo Pembroke, Clerk to the Communications Committee</i> <i>Facilitator: George Margereson, Cabinet Office</i>
12:30-13:00	<b>Session 23. Key Lessons Learned and Feedback Session</b>  <i>Facilitated by International Outreach Team (Regional Programme Managers)</i>
13:00-14:00	<i>Lunch</i>
14:00-14:30	<b>Closing Address and Certificates</b>