

Parliamentary Administration

Structures and procedures in Westminster



One-week professional development workshop
19 to 23 October 2020



ACCREDITED
BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshop

Parliaments are bedrocks of traditional democratic government and the Westminster model of parliamentary democracy has been adopted, with many local variations, by legislatures around the world. The responsibility for running a parliament requires the highest levels of expertise. This workshop offers you the opportunity to share your own professional experiences with senior parliamentary officials, MPs and members of the House of Lords who work in and manage the day-to-day business of the Westminster Parliament. Change is very much the order of the day in the 21st century – the pervasiveness of social media, the rise of populism and, for the UK and other European countries, the many challenges of Brexit - are important aspects of such change. Parliaments must always strive to keep pace with and respond effectively to challenges.

The workshop looks in detail at how one of the busiest parliaments in the world is constantly adapting to this complex world.

Who is it for?

This one-week workshop is designed for senior parliamentary staff who face the daily challenge of meeting the demands of the elected Members and of ensuring the most effective and efficient functioning of their legislature. You will be in a position to compare arrangements back home with what is done in Westminster. The workshop is designed to encourage you to engage and participate fully in discussions and the various presenters actively invite and encourage dialogue.

How participants will benefit

During the workshop you will be able to:

- Gain an insight into the respective cultures and administrative structures of the House of Commons and the House of Lords
- Question administrators and service providers on the day-to-day functioning of the House of Commons and the House of Lords
- Hear first-hand from an elected Member on an MP's work and the experience of serving constituents
- Against the background of developments at Westminster, examine the role and workings of your own Parliament and consider how to contribute to its improved efficiency.

What the workshop will cover

You will hear, among other things, about the administrative structure of the House of Commons and the House of Lords, including

- The Government's interface with Parliament
- Staff structures, recruitment, reporting, training and career development
- The work of Select Committees as an effective investigative tool available to MPs for examining the work of the Executive and the Civil Service
- The management of information services for MPs
- How the Parliament contends with the digital revolution – e-services
- The workshop includes visits:
 - To the Palace of Westminster where you will be given a guided tour of the Palace, including the Chambers of both Houses
 - To see the House of Commons and the House of Lords in session

"PAI has trained people from my institution (Parliament of Ghana) and the impacts from the trained officials are great. The learning atmosphere is very impressive."

Joana Adjei
Senior Parliamentary Clerk
Office of Parliament of Ghana

"A very knowledgeable and fruitful training was imparted by various experts. The sessions were interactive and all our queries were attended to in detail by the experts, thereby giving an idea about the procedures of UKI and our country. Apart from this, visits to both the Chambers also broadened our knowledge."

Smt Poonam Tewari
Additional Director (Private Secretaries and Stenographic Services)
Raja Sabha Secretariat
India

Programme outline

	AM	PM
Day 1	Welcome and introductions <ul style="list-style-type: none"> • Overview of the workshop • Participants' expectations The place of Parliament in the British Constitution	Reform of Parliament and the public sector Participants' informal presentations: key issues
Day 2	The Select Committee system in the House of Commons Parliament in a digital age	<i>Guided tour of the Palace of Westminster</i> <i>Visit to a Select Committee hearing</i>
Day 3	The Government's interface with Parliament: the role of a parliamentary clerk Parliament, politicians and the media <i>Visit to the House of Commons: Prime Minister's Question Time</i>	<i>Visit to the House of Commons</i> The role of an MP Information for Members: visit to House of Commons Library
Day 4	Making the most of people and money in the House of Commons: <ul style="list-style-type: none"> • Managing human resources • Finance and budgeting • Responding to change 	<i>Visit to see the House of Lords in session</i> Managing the business of the House and its relationship with the Commons The constitutional position of the House: the work of the Constitution Committee
Day 5	Parliamentary scrutiny of public finance	Review, feedback and scope for follow-up Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Workshop Director

The Workshop Director will be Professor Gavin Drewry. Gavin Drewry is Emeritus Professor of Public Administration at the University of London and Honorary Professor in the Faculty of Laws at University College London. He is a specialist in public administration, in parliament and the legislative process and in public law, has published widely in these fields and is an experienced tutor and presenter.

How to apply

Please apply online via our website: www.public-admin.co.uk

You can also complete our hard copy application form and email or post it to Amanda Anderson, Programme Manager, at the address on the bottom of the page.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the workshop fee.

Fees

The fee for the workshop will be £2,325. It includes tuition, travel to and from one of the airports in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide a light lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities." In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

¹Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice. This workshop is one of our range of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first

Where we are



Public Administration International

56 Russell Square London WC1B 4HP UK

T: + 44 (0)20 7580 3590 F: + 44 (0)20 7580 4746 E: pai@public-admin.co.uk