

# Parliamentary Administration

## Structures and procedures in Westminster



One-week professional development workshop  
17 to 21 October 2022 in London



ACCREDITED  
BRITISH ACCREDITATION COUNCIL  
ACCREDITED SHORT COURSE PROVIDER

PAI is accredited by the  
British Accreditation Council  
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### 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, Members of Parliament and Members of the House of Lords who work in and manage the day-to-day business of the Westminster Parliament. It will also provide insights into the roles of the devolved parliaments in Scotland, Wales and Northern Ireland, and their relationships with the UK Parliament at Westminster.

Change is very much the order of the day in the 21st century. In particular, the pervasiveness of social media, the rise of populist politics, the devastating impact of the COVID-19 pandemic and, for the UK and other European countries, the many challenges of Brexit - have had huge implications both for the constitutional position of parliaments and the ways in which they conduct their proceedings. Parliaments must always strive to keep pace with and respond effectively to such challenges.

### Who is the workshop 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 and the UK's devolved parliaments. 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 and of the devolved parliaments
- Question administrators and service providers on the day-to-day functioning of parliaments in the UK
- Hear first-hand from an elected Member about an MP's work and the experience of serving constituents
- Discussions with parliamentary experts about recent change initiatives, for example, the use of digital services and social media
- Against the background of developments at Westminster and in the devolved UK parliaments, examine the role and workings of your own Parliament and consider how to contribute to its improved efficiency and effectiveness.

### What the workshop will cover

You will hear about the administrative structure of the House of Commons and the House of Lords, including:

- The UK Government's interface with the Westminster Parliament and with the non-English devolved parliaments
- Staff structures, recruitment, reporting, training and career development
- The work of Select Committees as an effective investigative tool available to elected parliamentarians for examining the work of the Executive and the Civil Service
- The management of information services for elected Members of Parliament
- How the parliaments capitalise on the digital revolution – e-services, the conduct of parliamentary business remotely via the internet, and the ever-growing impact of social media
- The workshop includes visits, in person and/or online, to the House of Commons and the House of Lords in session.\*

*\* If circumstances permit, it may also be possible to arrange a study visit to the devolved Welsh Senedd (Welsh Assembly) in Cardiff, Wales.*

**Programme outline:**

	AM	PM
<b>Day 1</b>	Welcome and introductions <ul style="list-style-type: none"> <li>• Overview of the workshop</li> <li>• Participants' expectations</li> </ul> The place of the Westminster Parliament and the devolved parliaments in the British Constitution	Parliamentary reform and the public sector  Participants' informal presentations: key issues
<b>Day 2</b>	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 in person or online to a Select Committee hearing</i>
<b>Day 3 *</b>	The Government's interface with Parliament: the role of a parliamentary clerk  Parliament, politicians and the media  <i>Visit to the House of Commons:</i> Prime Minister's Question Time	<i>Visit to the House of Commons</i>  The role of an MP  Information for Members: <i>Visit to House of Commons Library</i>
<b>Day 4 *</b>	Making the most of people and money in the House of Commons: <ul style="list-style-type: none"> <li>• Managing human resources</li> <li>• Finance and budgeting</li> <li>• Responding to change</li> </ul>	<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
<b>Day 5</b>	Parliamentary scrutiny of public finance	Review, feedback and scope for follow-up Presentation of certificates of attendance

At the time of preparing this brochure, we are planning to include site visits in the programme as indicated above. However, if Government guidelines relating to COVID-19 advise visit hosts against accepting visiting groups we will arrange to connect with them virtually. We reserve the right to change the programme as necessary.

**Workshop Director**

The Workshop Director is 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 UCL (University College London). He is a specialist in public administration and public law, has published widely in the field and is an experienced tutor and presenter.

**How to apply**

Please complete the PAI application form online via our website:

[www.public-admin.co.uk/booking-form/](http://www.public-admin.co.uk/booking-form/)

You can also complete our hard copy application form. Please contact us at [pai@public-admin.co.uk](mailto:pai@public-admin.co.uk) to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

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 the airport in London, travel on scheduled visits which form part of the programme<sup>1</sup>, 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 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.

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

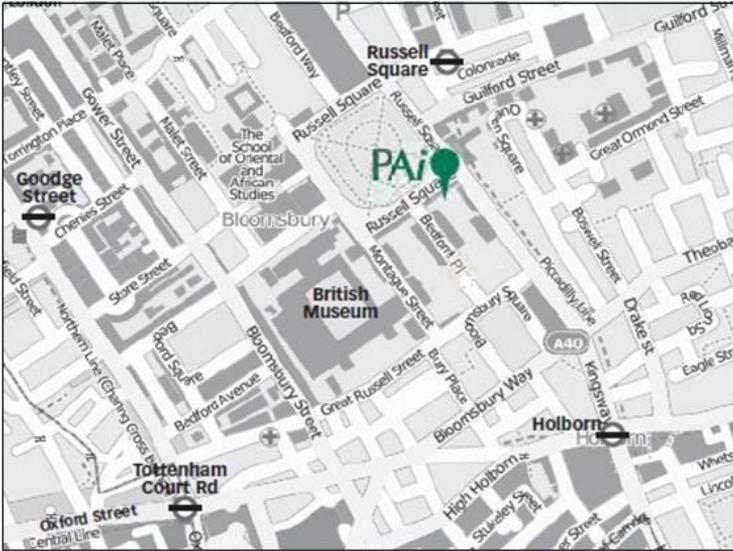
## Who we are

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



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