



1021CBP/GUYANA15

CPA UK & Parliament of Guyana Capacity Building Programme

Activity 1: Programme for Committee Clerks of the Parliament of Guyana

16-19 November 2015, Houses of Parliament, London



Report





1.	EXECUTIVE SUMMARY	2
2.	AIM & OBJECTIVES	3
3.	FACILITATORS AND DELEGATION	3
4.	PROGRAMME DETAILS	4
5.	PROGRAMME COMMENTS	7
	WIDENING THE SCOPE AND IMPACT OF COMMITTEE INQUIRIES	7
	LIAISON COMMITTEE	8
	THE RESPECT POLICY	8
	PUBLIC ENGAGEMENT AND OUTREACH	9
	SECURITY SENSITIVE COMMITTEES	9
	MINUTES, BRIEFS AND REPORTS	10
	RESEARCH	11
6.	PROGRAMME BUDGET	12
7.	OUTCOMES AND FOLLOW-UP ACTIVITIES	12
8.	ACKNOWLEDGEMENTS	13
9.	ABOUT CPA UK	13
ANNEX		
	A. PARTICIPANT BIOGRAPHIES	14
	B. SPEAKER BIOGRAPHIES	16





1. EXECUTIVE SUMMARY

1.01 In October 2015, CPA UK and the Parliament of Guyana embarked on a seven-month Capacity Building Programme jointly funded by CPA UK and the British High Commission, Georgetown. The aims of the wider programme are to:

- Enhance the Assembly's ability to conduct its business effectively
- Work with the Assembly's parliamentary committees to enhance their oversight capacity
- Work with the Parliamentary Leadership, to strengthen its administrative, financial, and procedural independence
- Work with parliamentary officials to support the functioning of the Assembly
- Address the challenges of maintaining a successful coalition government
- Support the interaction between UK, Guyanese and Caribbean Parliamentarians to discuss issues of regional interest; sustainability, energy and development

1.2 The first agreed activity of the Capacity Building Programme was a Workshop for Committee Clerks of the Parliament of Guyana based in Westminster.

1.3 The Programme involved two Committee Clerks and four Assistant Committee Clerks. The Programme focussed on the following:

- The role of a committee clerk in effective committees and their relationship with the Chair and Members.
- Providing a comprehensive foundation for efforts to increase the oversight capacity of the committee system in the Parliament of Guyana in line with international best practice and procedure.
- Supporting practical elements of scrutiny through supporting an evolved approach to inquiries, committee administration, liaising with relevant witnesses and engaging the public.

1.4 The Programme also responded to requests from the Parliament of Guyana to build capacity and knowledge in the areas of security sensitive committees, and provided tailor made training on writing effective briefs and reports.





2. AIM & OBJECTIVES

2.01 Aim

To enhance the capacity of committee clerks to operate effectively in order to support committees in their role in the oversight and scrutiny of the Executive.

2.02 Objectives

To:

1. Enhance broader understanding of the role of committees and committee clerks in the legislative and democratic processes and procedures.
2. Increase knowledge, confidence and effectiveness of committee clerks in their roles and functions, specifically relating to the conduction of inquiries, preparation of briefs and reports.
3. Develop skills of committee clerks with specific reference to engagement with the public, media and research skills.
4. Facilitate knowledge exchange and sharing of best practice relating to the proceedings of security sensitive committees.
5. Build supportive relationships between committee clerks in the UK and Guyanese Parliaments.

3. FACILITATORS AND DELEGATION

3.01 The Workshop was facilitated by CPA UK with the support of the following:

- Parliament of Guyana
- British High Commission, Georgetown
- Committee Clerks and Committee officials, UK Parliament
- Members of UK Parliament
- Digital and Information Services, UK Parliament
- House of Commons and House of Lords Libraries
- Kate Faragher of Bespoke Skills, verbal and written Communications Consultancy

3.02 The delegation consisted of two Committee Clerks and two Assistant Committee Clerks from the Parliament of Guyana.





4. PROGRAMME DETAILS

MONDAY 16 NOVEMBER		
1045	<i>Delegates arrive at Houses of Parliament, Portcullis House Entrance, Victoria Embankment, met by Rachael Atkins, Americas, Caribbean and Europe Programme Manager</i>	
1100	Welcome and Programme Briefing <i>Coffee</i> Hatty Cooper, <i>Head of International Outreach</i> Rachael Atkins, <i>Americas, Caribbean and Europe Programme Manager</i>	CPA Room
1130	The role of Committees and Committee Clerks in the legislative process David Lloyd, <i>Head of the Scrutiny Unit</i>	CPA Room
1300	<i>Lunch</i> In attendance: Duncan Sagar, <i>Clerk of Select Committees, House of Lords</i>	CPA Room
1400	Conducting an inquiry: From initiation to recommendations Mark Etherton, <i>Clerk of Communities and Local Government Committee</i>	CPA Room
1500	<i>Tea</i>	CPA Room
1530	Sourcing and liaising with witnesses for Committee inquiries Jessica Mulley, <i>Deputy Principal Clerk, House of Commons</i>	CPA Room
1630	<i>End of Day One</i>	
TUESDAY 17 NOVEMBER		
0930	<i>Delegates arrive at Houses of Parliament, Portcullis House Entrance, Victoria Embankment</i>	
0955	<i>Tour of the Houses of Parliament</i>	
1115	Viewing of Committee Evidence Session <i>Inquiry into Syrian Refugee Crisis, International Development Committee</i> Witness(es): Nicholas Grisewood, <i>Technical Specialist, Crisis Migration, International Labour Organisation</i> ; Rt Hon Desmond Swayne MP, <i>Minister of State</i> ; Matthew Wyatt, <i>Deputy Director Middle East North Africa, Department for International Development</i>	The Grimond Room, Portcullis House





1230	The Respect Policy: Relationships between Members and Staff in the UK Parliament <i>Eve Samson, Clerk of the Standards Committee</i>	CPA Room
1300	Lunch In attendance: <i>Craig Whittaker MP, Member of Parliament for Calder Valley and Facilitator of Post-Election Seminar in Georgetown, 2012</i>	The Adjournment
1430	The Role of the Overseas Office <i>Crispin Poyser, Clerk of the Overseas Office, House of Commons</i>	Overseas Office
1500	The role of the Clerk in security sensitive Committees <i>James Davies, Clerk of Defence Committee</i>	CPA Room
1630	<i>End of Day Two</i>	
WEDNESDAY 18 NOVEMBER		
0915	<i>Delegates arrive at Houses of Parliament, Portcullis House Entrance, Victoria Embankment</i>	
0930	Viewing of Committee Evidence Session <i>Armed Forces Bill 2015-16, Defence Committee</i> Witnesses: Humphrey Morrison, Head of Legislation, Ministry of Defence; Paula Hothersall, Head People Secretariat, Policy for Service Justice, Service Complaints, Inclusion and Diversity, Ministry of Defence; Commodore Andrei Spence, Commodore Naval Staff Legal; Brigadier John Donnelly CBE, Director Personnel Services, Army; Group Captain Mark Heffron, RAF; Andrew Cayley, Director of Service Prosecutions; Mr Phil Salt, Chief Fire Officer, Defence Fire Risk Management Organisation; Sara Ogilvie, Policy Officer, Liberty .	Committee Room 21
1030	<i>Coffee</i> With Rt. Hon. David Lammy MP, <i>Facilitator of Post-Election Seminar in Georgetown, 2012</i>	W4
1100	Briefing on PMQ's <i>Graham Stuart MP, Member of Parliament for Beverley and Holderness and Chair of All Party Parliamentary Group on Latin America.</i>	W4
1145-1230	View Prime Minister's Questions <i>House of Commons Gallery</i>	
1300	Lunch	CPA Room





1430	<p>Viewing of session of the Public Accounts Committee</p> <p>Sale of Eurostar</p> <p>Witness(es): Phillip Rutnam, Permanent Secretary, Department for Transport John Kingman, Second Permanent Secretary, HM Treasury Mark Russell, Chief Executive, Shareholder Executive, Roger Lowe, Director, Portfolio, Shareholder Executive.</p>	Committee Room 15
1530	<p>Utilising the knowledge of civil society groups and organisations</p> <p>Dr Anna Dickson, <i>Clerk of Armed Forces Bill Select Committee</i></p> <p><i>Coffee</i></p>	W4
1630	<p>Research Tools and Data collection</p> <p>Chris Sear, <i>Head of Customer Service, House of Commons Library</i></p>	Reference Room, House of Commons Library
1730	<i>End of Day Three</i>	

THURSDAY 19 NOVEMBER

0915	<i>Delegates arrive at Houses of Parliament, Portcullis House Entrance, Victoria Embankment</i>	
0930	<p>Producing succinct and successful Briefs</p> <p>Kate Faragher, <i>Bespoke Skills</i></p> <p>Kate Faragher provides tailor made training courses for a range of CPA UK activities. Kate will discuss the needs of the group with CPA UK beforehand and will design an interactive afternoon with practical exercises relating to structuring and writing of briefs and reports and the situations in which different forms of writing are applicable.</p>	CPA Room
1100	<i>Coffee</i>	CPA Room
1130	<p>Effective and targeted Report writing</p> <p>Kate Faragher, <i>Bespoke Skills</i></p>	CPA Room
1300	Lunch	<i>The Adjournment</i>
1400	<p>Media and Public Outreach</p> <p>Leoni Kurt, <i>Select Committees Outreach Manager, Chambers and Committees Outreach team, Department of Information Services</i></p>	W4
1530	<i>Tea</i>	



1600	Feedback and outcomes Dr Robin James, <i>Clerk of the Joint Committee on Human Rights</i> David Lloyd, <i>Head of Scrutiny Unit</i>	W4
1700	<i>End of Day Four</i>	

5. PROGRAMME COMMENTS

5.1 Widening the scope and impact of committee inquiries

5.01 The majority of meetings and sessions the delegation conducted explored the idea of widening the scope and impact of committee inquiries; discussing best practice in oversight and scrutiny in how committees ensure they are holding the government to account. With the first change of government in 23 years, there was considerable support from the delegation for the involvement of their colleagues and Members of Parliament in evolving the scope of work that committees undertake. Support from Committee Chairs and Members will be crucial in promoting and implementing any agreed changes to the structure of Committee Inquiries.

5.02 Areas identified under the remit of widening the scope and impact of the work of committees were:

- Interviewing and taking evidence from a wider variety of non-governmental groups as well as government and civil service actors.
- Questioning witnesses more robustly and supporting their respective committees in their increased oversight function. Currently witnesses who have submitted written evidence are invited to give a presentation to the committee. This usually addresses and explores their written evidence but is not used as an opportunity to strategically question or scrutinise the witness. Identifying inquiry topics and creating a strategy and timeline for each inquiry would ensure that the limited time of Members of Parliament is utilised effectively, and the oversight function of committees is considerably increased.
- The utilisation of non-governmental groups and academic experts as advisors or researchers to committees within financial constraints mean the employment of committee advisors is rare, however there could be opportunities to build relationships with Universities and think tanks who could offer their expertise in order to better inform committees on specialist subjects.
- Managing the time of Committee Chairs and Clerks more effectively; increasing frequency/quality in of briefing notes before meetings, production of succinct and strategic reports and a reduced focus on verbatim minutes.

5.2 Liaison Committee

5.21 The UK Parliament has a Liaison Committee, made up of the Chairs of each Select Committee. The role of the Liaison Committee is to discuss and make decisions on the logistics and administration of the UK Committee system as a whole. The usefulness of such an overarching Committee to the Parliament of Guyana was highlighted repeatedly by the delegation.

5.22 The functions of the UK Liaison Committee are as follows¹:

- Taking evidence from the Prime Minister on matters of public policy - usually three times a year
- Choosing Select Committee Reports for debate in Westminster Hall
- Recommending which Government Departments' Estimates are allocated for debate in the House of Commons on Estimates Days
- Considering general matters relating to the work of Select Committees - agreeing guidelines and core tasks for committees and promoting effective scrutiny
- Giving advice to the House of Commons Commission on select committee matters, as required, with responsibility for allocating funding for select committee travel
- Deciding which committee is appropriate to scrutinise each proposal for a National Policy Statement under the Planning Act 2008 (for which purpose the Committee has a National Policy Statements Sub-Committee)

5.23 An authoritative Committee regularly taking decisions on the governance of Committees would allow Clerks to focus more heavily on their responsibilities towards their respective Committees. For example, the UK Liaison Committee produces advice for Select Committees on the use of electronic devices in Committee meetings and overseas travel, taking on a management and organisational role that would otherwise be delegated to parliamentary officials, without the capacity and authority to disseminate and enforce policies efficiently.

5.3 The Respect Policy

5.31 The group met with Eve Samson, Clerk of the Committee on Standards and key figure in the creation and implementation of the Respect Policy. The Policy governs the relationship between Members and parliamentary staff in the UK Parliament, including mediating in disputes and handling the complaints procedure. Staff Surveys conducted every year show that incidents reported have declined, and that there is increased confidence in the Policy. The delegation suggested that a similar policy would be useful in the Parliament of Guyana, to outline unacceptable behaviour, provide guidelines to prevent breaches of policy, and provide a framework and support to both Members and staff. It was noted that since the change of government in Guyana, there is a new appetite for change which could inform the introduction of a similar policy as a safeguard and mark of best practice in Human Resources within the Parliament of Guyana.

¹ <http://www.parliament.uk/business/committees/committees-a-z/commons-select/liason-committee/role/>



5.4 Public Engagement and Outreach

5.41 Public outreach has an important role within the UK committee system in ensuring witnesses for inquiries are sourced from all sectors of society, and in publicising committee activity. The delegation met with Leoni Kurt, Select Committees Outreach Manager in the Chambers and Committees Outreach team who are responsible for public outreach on behalf of committees. There are elements of the work of the public outreach team that could be beneficial in supporting public engagement in the Parliament of Guyana. For example, the team support committees with the logistics and public relations involved with holding committee inquiries outside of Parliament, organising the involvement of witnesses in geographically remote locations, publicising committee inquiries, and raising awareness of the work of committees and its relevance to the public. The Committee Outreach team maintain a database of contacts and produce a monthly newsletter provided to media outlets to publicise their events, e.g. when a Committee would like to take evidence from people in a particular occupation or living in a particular area. This ensures the committee can conduct targeted inquiries without investing considerable human and financial resources, as in the past. This type of outreach also encourages political participation, and allows committees to interact with a number of groups and people not engaged with Parliament. Currently, Committees in Guyana might issue a press release on their formation, and on a particular inquiry, but there is scope for increase public awareness of their work. The delegation were provided with a toolkit on best practice for establishing a parliamentary outreach team, based on the UK experience.

5.42 The Select Committee Outreach Team works closely with Media Officers assigned to each Committee. It was noted that the Public Relations Department of the Parliament of Guyana would likely assume responsibility in due course for the public outreach role of Committees, working with the Clerk or Assistant Clerk of each committee. CPA UK would be happy to provide support to the PR Department on their priorities for public outreach and to explore how their relationship with Committees could be evolved to mutual benefit.

5.5 Security Sensitive Committees

5.51 The delegation specifically requested to obtain information on how UK Clerks work with security sensitive committees. Some Clerks have recently been asked to sign oaths in order to work with specific committees in the Parliament of Guyana, and the group were keen to find out whether this was in line with international best practice.

5.52 A number of issues were addressed in the meeting with James Davies, Clerk of the UK Defence Committee and Dr Anna Dickson, Clerk of the Armed Forces Bill Committee and former Clerk of the Intelligence Security Committee, principally that obtaining oaths from Clerks involved in security sensitive committees is not common practice in the UK. It is expected that the loss of trust, reputation, employment and possible criminal prosecution through leaking sensitive notes and documents would deter staff members from disclosing information. There is tacit understanding that Clerks adhere to a code of





conduct when starting their employment with the UK Parliament (they are also security vetted before beginning their employment) and their work with security sensitive committees should be protected under this remit. The UK Defence Committee has never had any information leaked by either its Members or Clerks.

5.53 Methods to reduce the likelihood of leaks, or to ensure the source of any leaks is identified quickly were also discussed. Methods include marking the name of each recipient of a document on each page, ensuring all documentation is handed back after meetings, advising MP's not to take notes, checking any notes before the meeting is over, and turning off electronic devices for the duration of meetings. If the Ministry of Defence is providing sensitive information to the Committee, a single hard copy will be escorted to the Committee, who will then sign to acknowledge receipt and take responsibility of the document.

5.6 Minutes, Briefs and Reports

5.61 A section of the programme was dedicated to training on writing effective briefs and reports with a professional written and verbal communications Consultant. The use of briefs before committee hearings and inquiries could increase the knowledge of the committee Chair and Members of the subject and/or witness, allowing them to target questions that are more specific and increase their level of examination, exemplifying and exploiting the benefit of a witness attending Parliament, as opposed to providing written evidence.

5.62 It was also noted that traditionally Clerks have been required to take very detailed minutes, regardless of the presence of a transcriber noting discussions verbatim. CPA UK will provide support for the Parliament of Guyana in training Clerks in effective minute taking, to allow them to focus on the core issues and the result of discussions in order to facilitate rapid decision-making and progress in the committee. With detailed verbatim records already recorded, Clerks' time could be utilised more effectively if Chairs were happy for them to deviate from the current process. This knowledge could then be incorporated into the structure of Reports, which although sometimes available online are not always written in language suitable for the public. Reports were generally described as a means to an end, rather than as a tool in informing the next stage of a process, making succinct recommendations.

5.63 Participants were provided with a number of templates for briefs and reports from various officials of the UK Parliament. With the skills learnt during the session, the delegation committed to drafting a briefing and report template suited to the needs of their work, which they will present to the Committee Chairs as a comparison and a suggestion for change.



5.7 Research

5.71 Visiting the House of Commons Library was an opportunity to explore challenges and solutions for committees with regard to research. As previously stated, the utilisation of specialists and NGO's as outsourced researches and experts was a useful point to explore.

5.72 Although the size and remit of the Libraries of the UK Parliament and Parliament of Guyana differ, the discussions between the House of Commons Library and the delegation proved a useful knowledge exchange. In both Parliaments, Library staff are responsible for a large amount of research on behalf of Members. The idea of logging requests and questions would be a time saving technique for both Library staff and Members in the Parliament of Guyana, allowing staff to quickly recall the answers to frequently asked questions or refer Members to specific information sourced in the past.

5.73 The House of Commons Library produces Research Briefings for Members and their staff on topical issues that they expect to increase in profile, for example the housing crisis or the Canadian election 2015. The delegation noted that briefings would be useful for Committees and Members in the Parliament of Guyana. With the background research completed and committees fully informed on a particular issue, their Members and staff could manage their time more efficiently.

5.74 The Library is in the process of making its entire catalogue available online. Committees are also in the process of minimising their use of paper and circulating briefings and reports via email. The Parliament of Guyana is also seeking to increase their 'paperless' content, and CPA UK will be pleased to provide support for the Parliament of Guyana in future programmes in this respect.



Delegation of Committee Clerks of the Parliament of Guyana during the capacity-building programme at the Houses of Parliament, UK.



6. PROGRAMME BUDGET

6.01 The total cost of the programme was funded by the British High Commission Georgetown as part of a cost-sharing agreement for the wider Parliamentary Partnership Programme.

7. OUTCOMES & FOLLOW-UP ACTIVITIES

7.01 The support for particular areas of engagement noted in this programme will inform the foundations of a Workshop with Committee Chairs and Clerks in Georgetown from 4-6 April 2016.

7.02 These areas of engagement are identified as:

- Exploring how committees can work with external actors to widen their impact, improve scrutiny and involve the public; experts and NGO's as witnesses; academics and researchers supporting Committee work.
- Updating the brief and report structure to increase efficiency and utilise the time of Members and Committee staff.
- Support for the Public Relations department in public outreach, including on behalf of Committees.
- Support for the Parliament of Guyana in clarifying their policy and guidelines for Clerks working with security sensitive information and Committees.
- Exploring the benefit of a Liaison Committee or similar body to manage the administration of Committees, set overarching guidelines, and act as an authority on management issues.

7.02 CPA UK will continue to provide practical support to the delegation through assistance in drafting templates for reports and briefs.

8. ACKNOWLEDGMENTS

8.01 CPA UK would like to thank the British High Commission Georgetown for their assistance in the inception and funding of the wider programme with the Parliament of Guyana. CPA UK would also like to thank the Parliament of Guyana, and in particular the Clerk and Deputy Clerk for their cooperation and support.

9. ABOUT CPA UK

9.01 CPA UK is one of the largest and most active branches in the CPA community and delivers a unique annual international outreach programme in Westminster and overseas. CPA UK works to encourage parliamentary diplomacy and build parliamentary capacity on behalf of the UK Parliament and the wider CPA. Through activities such as conferences, seminars, delegations and parliamentary strengthening teams, CPA UK provides Members with a practical, current and first-hand perspective on international issues facing fellow parliamentarians across the Commonwealth. Working with CPA UK's international outreach programmes also enhances Members' understanding of issues facing diaspora communities in their own constituencies.





9.02 **Contact:** *Rachael Atkins, Americas, Caribbean and Europe Regional Programme Manager, International Outreach Team, CPA UK atkinsr@parliament.uk / +44 (0)207 219 1804*

Hatty Cooper, Head of International Outreach, CPA UK cooperh@parliament.uk / +44(0)207 219 3245





ANNEX A

PARTICIPANT BIOGRAPHIES

Savitah D’Andrade

Clerk of Committees

Committees worked on: Committee on Appointments, Parliamentary Sectoral Committee on Social Services, Public Accounts Committee, Parliamentary Sectoral Committee on Economic Services, Parliamentary Management Committee, Commonwealth Parliamentary Association- Guyana Branch, Parliamentary Sectoral Committee on Foreign Relations, Parliamentary Sectoral Committee on Natural Resources, Committee of Selection, and Special Select Committees.

Sueanna Reynolds-Sandy

Clerk of Committees

Committees worked on: Special Select Committee on Anti Money Laundering and Countering the Financing of Terrorism, Special Select Committee on Local Government, Special Select Committee on the Public Utilities Commission and Telecommunications, Special Select Committee on Credit Reporting, Parliamentary Sectoral Committee on Foreign Relations, Parliamentary Standing Committee on Standing Orders, and Parliamentary Sectoral Committee on Natural Resources.

Sereeta Bethune

Assistant Clerk of Committees

Committees worked on: Parliamentary Management Committee, Commonwealth Parliamentary Association- Guyana Branch, Public Accounts Committee, Special Select Committee on the Anti- Money Laundering and Countering the Financing of Terrorism, Parliamentary Sectoral Committee on Foreign Relations, and Parliamentary Sectoral Committee on Natural Resources and Committee of Selection

Rickey Hardeen

Assistant Clerk of Committees

Committees worked on: Parliamentary Sectoral Committee on Natural Resources, Parliamentary Standing Committee on Privileges, Parliamentary Management Committee, Commonwealth Parliamentary Association- Guyana Branch, Public Accounts Committee, Special Select Committee on the Anti -Money Laundering and Countering the Financing of Terrorism.

Maritza Ramcharan-Dodson

Assistant Clerk of Committees

Committees worked on: Committee on Appointments, Parliamentary Standing Committee on Standing Orders and Parliamentary Sectoral Committee on Social Services





Koalla Robertson

Assistant Clerk of Committees

Committees worked on: Special Select Committee on Cricket, Parliamentary Sectoral Committee on Natural Resources Commonwealth Parliamentary Association- Guyana Branch, Parliamentary Management Committee Parliamentary Committee on Oversight of the Security Sector, Assembly Committee, Parliamentary Sectoral Committee on Economic Services and Parliamentary Sectoral Committee on Foreign Relations.



ANNEX B
SPEAKER BIOGRAPHIES



Duncan Sagar
Clerk of Select Committees, House of Lords

Mr Sagar has worked for the House of Lords since 2005 in a number of roles. He was clerk to an EU scrutiny sub-committee from 2005-2007. From 2007-2009 he was seconded to the UK Government to assist in the delivery of the Government's legislative programme through the House of Lords and to advise Government departments on House of Lords procedure. From 2009-2011, he was private secretary to the Clerk of the Parliaments, which included acting as secretary to a Review which replaced the members' allowance system in the Lords.

From 2011-2013 he was posted to Brussels to act as the House's Liaison Officer with the EU Institutions and other EU national parliaments, a role which involved a lot of comparative work with other parliaments on different scrutiny systems; providing training for Lords officials on how the EU operated; and providing training for other parliaments on how the Lords worked. In 2013, he entered his current role, which is to oversee a number of Lords Select Committees and Joint Committees with the House of Commons.

Mr Sagar has recently taken part in a parliamentary strengthening programme funded by the European Commission aimed at supporting the development of systems and processes in the Parliaments of Bosnia-Herzegovina.



Mark Etherton
Clerk of Communities and Local Government Committee

From July 2015, Mark has been the Clerk, Communities and Local Government Committee. He is responsible for managing Committee staff and other resources to ensure the effective conduct of inquiries and the preparation of high quality reports based on the evidence assembled by the Committee. Other responsibilities include the promotion of the Committee's work in co-operation with the Committee media officer and other parts of the House service; oversight of expenditure on Committee business, and maintaining the Committee's records in accordance with the rules and practices of the House.

From 2013-2015, Mark was Clerk of the Table Office, responsible for ensuring members' Questions, etc. are in accordance with the rules of the House, and for preparation of the Order Paper.

From 2009-13, he was Votewriter in the Journal Office with responsibility for proceeding Votes and



Proceedings, which is the formal record of the House's decisions, and the annual and decennial indexes to the Journals (the sessional collection of the V&P); and for preparing a revision of the Standing Orders. From 2006-09 he was Clerk of the Public Accounts Committee. From 2003-06, he was Second Clerk of the Home Affairs Committee on secondment from Foreign & Commonwealth Office, responsible for organising and drafting reports for the Committee's enquiries into Terrorism Detention Powers, Terrorism and community relations and Identity Cards.



Eve Samson

Clerk of Standards Committee, House of Commons

Eve Samson has worked in the House of Commons since 1986, and is currently the Clerk of the Committee on Standards and the Committee on Privileges. During her time in the House, she has worked for a wide variety of Committees, including Science and Technology, Transport, Public Administration, Public Accounts and Business and Enterprise and Treasury.

Ms Samson has also worked in the Public Bill Office, handling many public bills, including ones on Employment, Broadcasting, Human Fertilisation and Embryology, Children and Football Supporters, as well as in the Journal Office, which keeps the legal record of the House's activities.

Ms Samson was seconded to the Cabinet Office for three years as a Government Adviser on Parliamentary Procedure where she worked closely with the Leader of the House's Office, as well as advising all departments (1999-2002).



Jessica Mulley

Deputy Principal Clerk, House of Commons

Since joining the House of Commons Service as the Clerk of Public Petitions in 1993 Jessica has led teams supporting the work of various select committees including those scrutinising the Government in areas such as science and technology, environmental audit and communities and local government. For four years up to 2011 she worked in the Table Office, assisting Members in tabling parliamentary questions and motions and compiling the daily Order Paper for the Chamber, becoming Deputy Head of the Office in 2010. Jessica has also worked for the House on a range of IT-led projects and is currently leading a strand of work to improve the presentation and usefulness of digital information and to reduce the House's reliance on printed papers.

She has extensive experience working with and for a range of international organisations including the NATO Parliamentary Assembly, the Council of Europe, the Western European Union, the Organisation for Security and Co-operation in Europe Parliament Assembly, the Inter-Parliamentary Union and the Commonwealth Parliamentary Association. She is responsible for the design and delivery of aspects of the Westminster Foundation for Democracy's capacity building programme for staff of the Parliament of



Georgia.



Craig Whittaker MP

Craig was born in 1962 in Radcliffe, Lancashire. He emigrated to Australia at the age of five with his parents and stayed until he completed his higher school certificate and began his professional career. In 1984, he returned to live in Yorkshire.

He was voted into Parliament to represent the Calder Valley on the 6th May 2010 with a majority of 6,431. Craig was successfully re-elected at the 2015 General Election where he increased both his vote and his share of the vote compared with 2010. Craig is a proactive and hardworking MP.

In Parliament, Craig takes a keen interest in those issues which affect his constituents in Calder Valley and he spends much of his time discussing local matters and specific individual cases on behalf of his constituents with Government Ministers. Craig also serves as the Private Parliamentary Secretary (PPS) to James Brokenshire MP, Minister of State for Immigration. This role gives Craig an excellent insight into the immigration system and the work of the Government in reducing the levels of net migration.

His voting record is above average for MPs and he attends and votes in the majority of Parliamentary debates. His areas of specialism include Education and Looked After Children and Young People. He was a member of the Education Select Committee from 2010-2015 during which time he actively participated in a number of All-Party Parliamentary Groups (APPGs) relating to Looked After Children and Young People. Craig was the Chair of the APPG for Looked After Children between 2012- 2015 and continues to sit on the APPG for Street Children.



Crispin Poyser

Clerk of the Overseas Office, House of Commons

Crispin Poyser is currently the Clerk of the Overseas Office (since 2011) and has held a variety of posts since he entered the House of Commons in 1978. His previous positions include, Principal Clerk for Select Committees (2008-2011); Clerk of the Treasury Select Committee (2002-2005); Public Bill Office (1999- 002) and Clerk of the Home Affairs Select Committee (1993-1999). Between 2005 and 2008, Mr Poyser was seconded to the Cabinet Office. Since 2011, Mr Poyser has been the Secretary of

the Society of Clerks-at-the-Table in Commonwealth countries. He studied Jurisprudence at Oxford University.





Rt Hon. David Lammy MP,
Member of Parliament for Tottenham

David was born in Tottenham in 1972, one of five children raised by a single mother. At eleven years of age, David won a scholarship as a chorister to attend a state choral school at The Kings School in Peterborough. He came back to London in 1990 to study law at the School of Oriental and African Studies (SOAS) Law School. Admitted to the Bar of England and Wales in 1994, David became the first black Briton to study a Masters in Law at the Harvard Law School, graduating in 1997.

David represents the constituency of Tottenham, which is a diverse area that has a high ethnic minority population.

David served 9 years (2001-10) as a Minister in the last Labour government and was made a Privy Councillor in 2008. Since 2010, David has been an active backbench MP.

David is also the author of *Out of the Ashes: Britain after the riots*, a book about the reasons behind the 2011 riots and what has to be done to prevent them happening ever again.



Graham Stuart MP
Member of Parliament of Beverly and Holderness; Chair, All Party Parliamentary Group on Latin America

Graham Stuart has been the Conservative MP for Beverley and Holderness in East Yorkshire since May 2005. In 2006 he was elected to the Conservative Party Board. In the 2010-2015 Parliament, he served as the Chairman of the House of Commons Education Select Committee, having been a member of the Committee since 2007. In 2013, Graham was elected as Chairman of GLOBE International, a group of legislators from around the world committed to developing and advancing laws on climate change. In 2015, Graham was elected as Chairman of the APPG on Latin America.

Graham was born in Carlisle in 1962, and attended Glenalmond College before reading Philosophy and then Law at Selwyn College, Cambridge from 1982-85. He started his publishing business at the end of his first year at Cambridge and sold the business in 2011. He is married to Anne, and they have two daughters: Sophie and Katie

Dr Anna Dickson

Anna Dickson is currently Clerk of the Select Committee on the Armed Forces Bill and Second Clerk of the Defence Committee.

She has previously worked for the Environment Food and Rural Affairs Committee, the Communities and Local Government Committee and the International Development Committee.

Prior to working for Parliament, Dr Dickson was a lecturer in Politics and International Relations at the University of Durham. Her specialist area of research was on international political economy of development and her PhD (1991) was on the Sugar Protocol of the Lome Convention.

She was born in Guyana and grew up in Jamaica. She came to the UK in 1986 for postgraduate studies in International Development at Cambridge University.

**Chris Sear**

Head of Customer Service, House of Commons Library

Chris has been Head of Customer Service in the House of Commons Library since October prior to that he was head of Front of House in the Library, responsible for Library services to Members and their staff in person, and for the Library's central email and telephone enquiry points. Chris has worked in the Library for 29 years, having started in the Public Information office, and subsequently worked in various other roles including the indexing team, in the

Finance Department and as a subject specialist in local government. His current responsibility is for customer service in the Library, which involves overseeing how the Library engages better with customers, how it develops an understanding of their needs, and how it can empower our staff to innovate in new areas to continue to develop the services the Library offers. He is involved in a number of initiatives to improve the quality of the feedback from our customers using focus groups, interviews, and enquiry follow-up work. He is also overseeing various digital strands to ensure that the information the Library produces is better known both internally and externally.

**Leoni Kurt**

Select Committees Outreach Manager, Parliamentary Outreach Team

Leoni is the 'Select Committees Outreach Manager' in the Parliamentary Outreach team. She works with Select Committees in the House of Commons and House of Lords to encourage public engagement with Committee work. This may involve running focus groups, sending out surveys or holding town-hall style meetings with members of the public. The aim is to inspire a wide range of people to find out about Select Committee inquiries (and connected activities), and contribute

towards proceedings, for example by providing written evidence to an inquiry.

Previously, Leoni worked as the Second Clerk on the Science and Technology, and Defence Committees in the





House of Commons, managing inquiries, and briefing MPs on the Committees about relevant policy. Briefings focused on issues including the National Security Council, antimicrobial resistance and big data. As a Clerk at the House of Commons, Leoni provides advice to MPs about Parliamentary procedure, for example, by ensuring that debates stay within scope, or that the Chair of a Committee is provided with the right information.



Dr Robin James

Clerk of the Joint Committee on Human Rights

Robin joined the House service in 1982. He has worked as Clerk of the Foreign Affairs, Health and Home Affairs Committees, and was Second Clerk of the Defence and Scottish Affairs Committees. He has worked in a variety of procedural jobs in the Public Bill Office, Private Bill Office, Journal Office and Table Office. He was Clerk of the Procedure Committee (responsible for reports on Parliamentary Questions and Election of a Speaker). He was also the Clerk of the New Building Sub-Committee which drew up the initial client brief for Portcullis House. For 14 years he was Secretary to the History of Parliament Trust, and he is currently the British Co-Clerk of the British-Irish Parliamentary Assembly. From October 2012 he was Deputy Head of the Table Office, and is now Clerk of the Joint Committee on Human Rights and the British-Irish Parliamentary Assembly.

