



## REGISTERING THE RESULT OF AN ANNUAL GENERAL MEETING (AGM)

### Organising an AGM

For guidance on how to hold an AGM please see [Advice Note 3 \(Organising an AGM\)](#). After the AGM please complete this form to register the outcome.

|                        |                                                                   |
|------------------------|-------------------------------------------------------------------|
| <b>1. Group's name</b> | All-Party Parliamentary for Skills, Careers & Employment (APGSCE) |
| <b>2. Date of AGM</b>  | Wednesday 8 June 2022                                             |

### 3. Who did the group elect as Officers at the AGM?

Please list below all those elected as Officers at the AGM, bearing in the mind the following:

- The group must have at least four officers
- Each of the group's officers must be either an MP or Peer and must be elected at a General Meeting of the group (eg at an AGM or EGM)
- At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs
- At least one officer must be from the government party or parties and at least one from the main opposition party
- Groups may appoint Peers to any position (including co-chair) - except for that of Chair and Registered Contact

| Officer's role             | Officer's name             | Officer's Party  |
|----------------------------|----------------------------|------------------|
| Chair & Registered Contact | Sir John Hayes MP          | Conservative     |
| Co-Chair                   | Mr Barry Sheerman MP       | Labour (Co-op)   |
| Vice Chair                 | Lord Norton of Louth       | Conservative     |
| Vice Chair                 | Baroness Garden of Frognal | Liberal Democrat |

|            |                    |                  |
|------------|--------------------|------------------|
| Vice Chair | Nicola Richards MP | Conservative     |
| Officer    | Lord Lucas         | Conservative     |
| Officer    | Emma Hardy MP      | Labour           |
| Officer    | Stephen Timms MP   | Labour           |
| Officer    | Nick Fletcher MP   | Conservative     |
| Officer    | John Cryer MP      | Labour           |
| Officer    | Rob Roberts MP     | Independent      |
| Officer    | Lord Storey        | Liberal Democrat |

|                                                                                                                                                                                                                                                                                   |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>4. Did the group elect a <i>new</i> 'Chair &amp; Registered Contact' at the AGM?</b>                                                                                                                                                                                           |                                                       |
| If so, please tick <b>one</b> of the options shown below to indicate which contact details your new Chair & Registered Contact would like registered. Those details will then be drawn from the <a href="#">Members' Names Information Service</a> on the parliamentary intranet. |                                                       |
| <input type="checkbox"/> <b><u>Parliamentary contact details</u></b>                                                                                                                                                                                                              | <input type="checkbox"/> Constituency contact details |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>5. Did the group approve an income and expenditure statement at the AGM?</b>                                                                                                                                                  |                                        |
| <input type="checkbox"/> <b><u>Yes</u></b>                                                                                                                                                                                       | <input type="checkbox"/> <del>No</del> |
| The group must produce and approve an <a href="#">income and expenditure statement</a> at the end of its reporting year if it received <b>over £12,500</b> (in money or in kind) from outside Parliament in that reporting year. |                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>6. Does the group's current <a href="#">Register entry</a> cite, in the Benefits section, the provision of secretariat services?</b>                                                                                                                                                                                                                                                                                                                      |                                    |
| <input type="checkbox"/> <b>Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> <b>No</b> |
| If you answered Yes, the group's entry will already contain an estimate of the financial value of the staff time donated to the group for the reporting year that has just ended and will name those who are providing secretariat services. If they are <b>still providing</b> secretariat services please write below an estimate for the next reporting year. Alternatively, if they <b>no longer providing</b> secretariat services please say so below. |                                    |
| Of a similar value                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7. Is there anything else requiring amendment in the group's register entry? If so, please write the details below.</b>                                                                                                                                                                                                                                                                                |
| The information you are required to register following an AGM is covered in sections 2-6 above. Aside from that the group must register most other changes to its current Register entry within 28 days of the change occurring (eg within 28 days of the group receiving a donation of registrable value). The <a href="#">Guide to the Rules on APPGs</a> contains full details on what is registrable. |
|                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                                                   |                                     |                                          |                                                               |
|---------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------|---------------------------------------------------------------|
| <b>8. Contact details of the person who is submitting this form</b>                               |                                     |                                          |                                                               |
| You may only submit this form if authorised to do so by the group's 'Chair & Registered Contact'. |                                     |                                          |                                                               |
| <b>Your name</b>                                                                                  | Tom Waterhouse                      |                                          |                                                               |
| <b>Your telephone number</b>                                                                      | 0207 202 8585                       |                                          |                                                               |
| <b>Your email address</b>                                                                         | tom.waterhouse@policyconnect.org.uk |                                          |                                                               |
| <b>In what capacity are you submitting this form?</b>                                             | <input type="checkbox"/> Officer    | <input type="checkbox"/> Officer's staff | <input checked="" type="checkbox"/> <b><u>Secretariat</u></b> |
| <b>Date on which you are submitting this form</b>                                                 | 21 June 2022                        |                                          |                                                               |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9. Where to send your completed form</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Send your completed form (by email or by post) to the Commissioner's office, whose details are: <ul style="list-style-type: none"> <li>❖ Email: <a href="mailto:groupsregister@parliament.uk">groupsregister@parliament.uk</a></li> <li>❖ Tel: 020 7219 0401</li> <li>❖ Address: Assistant Registrar for APPGs, Office of the Parliamentary Commissioner for Standards, House of Commons, London SW1A 0AA</li> <li>❖ Website: <a href="http://www.parliament.uk/pcs">www.parliament.uk/pcs</a></li> </ul> |

Once your form has been processed they will send **confirmation** to the group's Chair & Registered Contact (and also to the group's Public Enquiry Point if an email address has been registered for him or her by the group).

**Information** on APPGs (including the Guide to the Rules on APPGs, Register of APPGs, and registration forms) can be found on the [APPG Page](#) of the parliamentary website.

Form issued by the Office of the Parliamentary Commissioner  
for Standards – May 2018

## 10. Data Privacy Notice

**If you have any queries about the collection and use of any personal data provided on this form** please contact the [Office of the Parliamentary Commissioner for Standards](#), whose details are in section 9 above. They will process any personal data in accordance with the provisions of the Data Protection Act 1998 (DPA).

**For information about Data Protection rights** please contact the House of Commons Information Rights and Information Security (IRIS) Service at [iris@parliament.uk](mailto:iris@parliament.uk) (020 7219 2559), or the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) (0303 123 1113).

***Income and expenditure statement for the All-Party Parliamentary for Skills, Careers & Employment***

Name of group: All-Party Parliamentary for Skills, Careers & Employment

Period covered by this statement: 12 February 2021 – 11 February 2022

|                                                                           | £                                                                                                      |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>A. Balance brought forward from previous year:</b>                     | 0                                                                                                      |
| <hr/>                                                                     |                                                                                                        |
| <b>B. Income received during the year:</b>                                |                                                                                                        |
| i. Membership subscriptions (parliamentarians)                            | 0                                                                                                      |
| ii. Monetary donations (including external subscriptions and sponsorship) | 0                                                                                                      |
| iii. Trading income                                                       | 0                                                                                                      |
| iv. Interest received                                                     | 0                                                                                                      |
| v. Other (please explain)                                                 | Benefits in kind received from Policy Connect for the provision of secretariat services:<br>£39,058.55 |
| <b>TOTAL income</b>                                                       | <b>£39,058.55</b>                                                                                      |

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**C. Expenditure during the year:**

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| i. Employment costs (salaries, NI, pensions costs ) | 20,944.45         |
| ii. Costs of contractors and freelance staff        | 0                 |
| iii. Visits and events (UK)                         | 0                 |
| iv. Visits and events (abroad)                      | 0                 |
| v. Cost of generating income                        | 0                 |
| vi. Office and communications costs                 | 18,114.10         |
| vii. Other (please explain)                         | 0                 |
| <b>TOTAL expenditure</b>                            | <b>£39,058.55</b> |

|                                                          |          |
|----------------------------------------------------------|----------|
| <b>D. Balance carried forward ( A+ total B- total C)</b> | <b>0</b> |
|----------------------------------------------------------|----------|

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**E. Value of benefits in kind received from each source during the reporting year (in bands of up to £1,500; £1,501-£3,000; £3,001 to £4,500; £4,501 to £6,000 etc )**

**Please itemise according to the source and band**

£39,001 - £40,500

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**Signed by Chair of Group: Sir John Hayes MP**

**Date: 8 June 2022**