



REGISTERING THE RESULT OF AN AGM (ANNUAL GENERAL MEETING)

Organising an AGM

For guidance on what groups must do before, during and after their AGM see Chapter 6 of the [Guide to the Rules on APPGs](#). After the AGM please complete this form to register the outcome.

1. Group's Name	All-Party Parliamentary Group for Skills, Careers and Employment
2. Date of AGM	10/02/2026

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

Please list below all those elected as Officers at the AGM. See paragraph 22 of the Guide to the Rules for the rules on officers of APPGs.

Officer's Role	Officer's Name	Officer's Party
1. Chair & Registered Contact (mandatory post and must be an MP)	Lauren Edwards MP	Labour
2. Co-Chair	Sir John Hayes MP	Conservative
3. Officer	Lord Norton	Conservative
4. Officer	Baroness Garden of Frognal	Liberal Democrat

4. Did the group elect a *new* 'Chair & Registered Contact' at the AGM?

If so, please tick **ONE** of the options shown below to indicate which contact details your new 'Chair & Registered Contact' would like registered. Those details will then be automatically drawn from MNIS (the Members' Names Information Service) on the parliamentary intranet.

<input type="checkbox"/> Parliamentary contact details	<input type="checkbox"/> Constituency contact details
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5. Did the group approve an income and expenditure statement at the AGM?

☒ Yes

☐ No

All APPGs must produce and approve an Income and Expenditure Statement at the end of their reporting year - even it is a **'NIL RETURN'**.

If the APPG received over £1,500 in money or in kind from outside Parliament in its reporting year, the AGM must also comply with the additional rules set out in Chapter 6 of the Guide to the Rules.

6. Does the group's entry in the [Register of APPGs](#) include (in the section headed 'Registrable benefits received by the group') an estimate for the value of secretariat services?

☒ Yes

☐ No

If you answered NO but have a secretariat (or if you are unsure of the rules on registering secretariats) please see Chapter 8 of the Guide to the Rules.

If you answered YES, the group's entry should 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 still providing secretariat services please write below the Value Band your estimate for the next reporting year falls in. Alternatively, if they are no longer providing secretariat services please say so below.

£39,001 - £40,500

7. Is there anything else requiring amendment in the group's register entry? If so, please write the details below.

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 Guide to the Rules contains full details on what must be registered.

In the section "Benefits in kind", please update the text to the following:

Policy Connect is funded by the following to act as the group's secretariat: ACCA, Career Development Institute, Chartered Management Institute, East Kent Colleges Group, Enginuity, Federation of Awarding Bodies, High Value Manufacturing Catapult, Midkent College, Nexperia, NOCN, North Kent College, South Thames College, University of Derby, Warwick Manufacturing Group

8. Contact details of the person who is submitting this form			
You may only submit this form if authorised to do so by the group's 'Chair & Registered Contact'.			
Your name	Alyson Hwang		
Your phone number	0207 202 8585		
Your email address	Alyson.Hwang@policyconnect.org.uk		
In what capacity are you submitting this form?	<input type="checkbox"/> Officer	<input type="checkbox"/> Officer's staff	<input checked="" type="checkbox"/> Secretariat
Date on which you are submitting this form	10/02/2026		

9. Where to send your completed form
<p>Email your form to the Office of the Parliamentary Commissioner for Standards at groupsregister@parliament.uk</p> <ul style="list-style-type: none"> • Include the group's name in the email's Subject field. • Do not enclose minutes, income and expenditure forms, membership lists or any other documents with the form. • If you are registering the result of more than one group's AGM send each group's form in a separate email • Do not submit your form in hard copy or via the postal service <p>Confirmation of registration</p> <p>Once your form has been processed, the Commissioner's office will send confirmation to the group's Chair & Registered Contact. A copy will be also sent to the group's Public Enquiry Point if the group has registered an email address for them.</p> <p>The confirmation will include a copy of the entry that will appear about the group in the next edition of the Register of All-Party Parliamentary Groups. A new edition of the Register is published every 6 weeks or so.</p>

10. Who to contact if you need advice

For advice on any aspect of completing this form please contact the Office of the Parliamentary Commissioner for Standards:

Email: groupsregister@parliament.uk

Tel: 020 7219 0401

Website: www.parliament.uk/pcs

The [APPG Page](#) of the parliamentary website contains key information relating to APPGs - such as the Register of APPGs, the Guide to the Rules on APPGs, and Registration Forms.

11. Data Privacy Notice

See Parliamentary Commissioner for Standards [Privacy Notice](#)

Form issued by the Office of the Parliamentary Commissioner
for Standards – April 2024