



## Guidance Notes

### CIVIL SERVICE WESTMINSTER ATTACHMENT SCHEME - GUIDELINES

The Industry and Parliament Trust was established in 1977 and is a charity dedicated to fostering closer relationships between Parliament and Industry. It operates as a non-partisan, non-lobbying, not-for-profit organisation and facilitates educational exchange Programmes for Parliamentarians and Senior Staff of both Houses with a range of participating companies.

In 1998 the Civil Service Attachment Scheme was launched by the then Chancellor of the Duchy of Lancaster, Dr David Clark MP. Its aim is to provide valuable and developmental training for civil servants, particularly those involved in dealing with Parliamentary correspondence, in Parliamentary Business Units or in Ministerial Private Offices. It is equally regarded as an exercise which would provide Parliamentarians with a better understanding of the Whitehall machinery and the role civil servants play within that framework.

The Scheme is managed by Mark Perry at the Industry and Parliament Trust, who coordinates the arrangements. This includes a half day seminar learning about the processes of Parliament in the House of Commons and time spent job-shadowing a parliamentarian.

This opportunity should be viewed as a developmental learning opportunity to allow you to observe parliamentarians while they are at work at Westminster and in their constituencies, providing you with a practical sight into the important role MPs and Peers, of all parties, play in our system of Government. When you have been given the name of your host parliamentarian you will be responsible for contacting him/her or his/her office to discuss appropriate timing, maintaining the contact and following-up with any further agreed action. You may wish to set objectives and discuss these with the parliamentarian and/or his/her assistant prior to the Attachment.

#### As a civil servant you have a duty to:

- Act with integrity, honesty impartiality and objectively
- Not to disclose without authority official information which has been communicated in confidence within Government or received in confidence from others
- Not to misuse your official position or information acquired in the course of your official duties to further your private interests or those of others
- Avoid any claims that civil servants are engaging in activities likely to call into question their political impartiality, or that people paid from public funds are being used for party political purposes, your role while job-shadowing a parliamentarian will be solely one of observation
- Avoid any conflict of interests, actual or perceived (work related or personal). It is unlikely that you will be placed in the constituency office of your own MP or in a constituency where a conflict of interest may arise, for example, if you are involved in advising on the route of a bypass then you should not be placed in the constituency office which might be affected by the route. If, when shadowing the MP, a potential



conflict arises, it will be best to err on the side of caution, making clear to the MP the reason for the potential conflict and withdraw from any subsequent discussion.

While shadowing, you will be free to draw upon your skills and experience, but you should avoid being drawn into any discussion on specific issues or individual constituent cases.

As part of your job-shadowing duties, you may be invited to attend a party political event. You will have to use your judgement as to whether you should accept, bearing in mind the need to avoid criticism that civil servants are engaging in political activities, but at the same time remembering that the purpose of the scheme is to allow you to get a thorough insight into the work of parliamentarians. If you are in any doubt about whether you should attend a particular event please discuss with your line manager. Any invitation to attend a purely party political fund-raising event must be declined.

You may travel with the parliamentarian in his/her car even if it is provided by a political party or sponsor. All other travelling and accommodation expenses will be met by your department.

At the end of the Attachment you will be required to complete an evaluation questionnaire and forward to Mark Perry at [MarkPerry@ipt.org.uk](mailto:MarkPerry@ipt.org.uk) at the Industry and Parliament Trust.

## The Industry and Parliament Trust will:

- Facilitate the 'match' based on grounds of commonality (work or personal)
- Put the civil servant in touch with the parliamentarian
- Recommend that the civil servant accompanies the parliamentarian to all meetings/events unless it is very sensitive or confidential.

## The parliamentarian:

- Should, as far as possible, accommodate the civil servant as recommended by the IPT but entirely at his/her convenience
- Should, as far as possible, show the civil servant, something of the life of a parliamentarian and the pressures upon it
- Should, as far as possible, allow the civil servant to accompany him/her at all meetings/events, unless it is very sensitive or confidential
- Should encourage the civil servant to be as proactive as possible to get the most from the Attachment (meetings, committees, contact with other parliamentarians etc)
- May benefit from the Attachment by gaining further experience of the civil service and relevant department
- Hosts you as a gesture of goodwill to the Industry and Parliament Trust
- May wish to mention the Attachment in their weblog.

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