



The Civil Service Attachment Scheme

The Industry and Parliament Trust's (IPT) Civil Service Parliamentary Attachment Scheme provides a unique development opportunity to build on parliamentary knowledge and experience the life of an MP through the attachment programme. Participation is subject to departmental approval.

The Scheme is endorsed by Civil Service Learning and the IPT are registered as an approved training provider.

With cross-party support, the IPT has organised seminars in the Houses of Parliament and has been successful in 'matching' Parliamentarians with over 500 civil servants from a wide range of departments. The programme also provides civil servants with a valuable understanding of parliamentary processes.

In a recent Institute for Government report *"Ministers argued that understanding politics, and Parliament, should be central to the training of Civil Servants. 'It is nonsense to imagine that policy and politics are not wedded.' That is why service in a Minister's private office used to be regarded as a key training experience for promising younger Civil Servants. But many officials have had little experience of ministers or of Parliament, unless they happen to have worked on a bill team taking legislation through the Commons and Lords."* The Civil Service Attachment Scheme aims to provide exactly this training, to the benefit of civil servants individually, and for the smooth running and delivery of Government policy.

HOW IT WORKS

Applications may be subject to an internal selection procedure before nominations are forwarded to the Industry and Parliament Trust. Applications will be accepted by the IPT on a 'first come first served' basis.

A successful applicant can expect to attend at least one half-day seminar in the House of Parliament and to spend a day or two in the company of an MP on a one-to-one basis. In addition, the applicant will also have the choice to attend all complimentary optional training seminars, focussing on Select Committees, Legislation and Parliamentary Questions.

The majority of participating parliamentarians are IPT Fellows – they have completed an attachment of their own with an IPT supporting company and are familiar with IPT's politically neutral ethos.

COST

The cost of the MP Attachment Scheme is **£950**. Should the applicant wish only to attend the seminar/and or optional seminars, these are priced at **£199** per seminar.

Once accepted on to the scheme, the IPT will process the applicant's payment; only once payment has been received will the place be secured.

The department or agency of each participant pays the appropriate fee for the chosen programme as described above and is also responsible for all other costs including travel and subsistence i.e. any expenses in relation to the time spent with the parliamentarian.



SCHEME DETAILS

Seminar

Applicants will be invited to attend an 'Understanding Parliament' seminar; this half-day seminar will take place in the House of Parliament and will serve as the start date of their scheme. This seminar will aim to provide attendees with an overview of Parliament and the work of the legislative including presentations by Parliamentarians. The seminar will also serve as a networking opportunity to meet others on the attachment scheme.

A typical seminar would be:

- 08.45 – Meet
- 9.00 – Tour of the Palace of Westminster
- 10.00 – Introduction to Parliament
- 11.15 – Select Committees and Parliamentary Questions
- 12.00 – Legislation (Primary and Secondary)
- 13.00 – Presentation from either MP and/or Peer
- 13.45 - Close

Attachment

Following attendance at the seminar, IPT staff will then begin the matching process, which involves seeking relevant MP's to host each applicant. Suggestions and preferences are welcome at this point but are by no means guaranteed.

The IPT strive to have all applicants matched within six months, but this is not always possible, and therefore is not guaranteed. When approaching an MP to host an applicant, the IPT requests that they spend at least 2 days in the MP's Westminster Office and potentially, if convenient, 1 day in the Constituency Office. This should be treated as a guideline and the IPT encourages the applicant and MP to come to a suitable arrangement for both parties.

Once matched with an MP, the IPT will introduce the applicant to a suitable contact within the MP's office. It will then be the responsibility of the applicant to arrange how long they spend with the MP and to organise mutually agreeable dates in which the attachment day(s) should take place. **Please note it will be the responsibility of the department/agency to cover any costs during the attachment days.**

Although the IPT will not be involved in the arranging of attachment dates, the applicant should keep IPT staff updated on the process and should seek assistance should the process stall.



Optional Training Sessions

The IPT also offers an optional additional day's training to complement the Attachment Scheme. These are held in the Houses of Parliament.

Session	Duration	Cost
Legislation – Private Members Bills and Debates	4 hours	*Free for civil servants undertaking the MP Attachment Scheme
Parliamentary Questions – from Table Office to Department	4 hours	
Select Committees – From formation to inquiries	4 hours	

**These courses cost £199.00 if you wish to attend, without being signed up to the attachment scheme*

FURTHER DETAILS AND APPLICATIONS

Further details are available from Greg Kay at the Industry and Parliament Trust on 020 7839 9414 or at GregKay@ipt.org.uk