

Preparing to Give Evidence at Select Committees

There is an increasing expectation of public officials appearing before Select Committee to provide evidence and justify their decisions. Delegates should be well prepared and equipped to respond the event of a hearing. This programme is available on request and is specifically designed to ensure delegates are able to communicate their message effectively to a Select Committee.

Aim

By the end of the workshop, participants will have an enhanced confidence in:

- Presenting a strong cohesive message whilst under pressure
- Predicting the approach and questions of their respective committee
- Developing an action plan to prepare standing in front of the Defence Committee

Our Unique Approach

The way we work is solely focused on understanding your organisations training needs and delivering tailored solutions. Our tailor-made approach means that we work with you at every step to create a training programme that meets your specific objectives and learning requirements.

Civil Service College is unique in trying to understand the precise needs of individual participants by engaging with them through the use of dedicated pre-training questionnaires to ensure that the training programme delivers for both the organisation and the individual.

We have three key principles which govern the design and delivery of our training:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and experiences
- To allow participants opportunities to test their new skills and ideas

Workshop methods and tools

The session will be participant-centred and highly participatory. In addition to the multimedia presentation of key information, there will be a range of case studies to help clearly demonstrate various scenarios and outcomes. This will be augmented by case-in-point analysis and practical exercises facilitated by the trainers, especially their personal experience with committee inquiry. In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** used in order to provide the background of each subject and create discussion and questions
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and mediated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** used to facilitate and trigger discussion, as well as to allow external benchmarking in order to achieve competitiveness
- **Role play:** used in order to facilitate practical understanding of the subject and to enhance team working, team building and cooperation amongst participants

Sample programme

13:00 **Welcome and Introductions**

- Aims and learning objectives of the day. An opportunity for delegates to relate the agenda to their learning needs

An introduction to the Select Committee System

- Overview of the work of Select Committees

Examples of how witnesses gave evidence to Select Committees

- Video clips will be shown of other witnesses giving evidence
- Analysis of their performance follow by discussion

Refreshment Break

Simulation Exercise

- Participants will be asked to take part in an exercise in which they will be asked to appear before their respective committee
- Feedback and discussion on performance

Action plan

- Our trainer(s) will work with the participants to develop a tailored action plan

Conclusions

17.00 **Close**

Our trainers

We recommend minimum of two trainers from our selected pool of experts below, as this is required for the simulation exercises.

Paul Grant

Having worked in the UK Civil Service for over 5 years, Paul is an expert in the UK system of government and Parliament. For well over 20 years, Paul has ran training programmes on various aspects of the British system of government – Parliament, Ministers, The Civil Service, Devolution etc., as well as on the skills required of policy civil servants working for ministers. He ran programmes across all levels of the Civil Service and the wider public sector, and as well as for clients in the private sector.

He was also responsible the main induction programme for new entrants to the Civil Service Fast Stream and co-directed the induction programme for external entrants to the Senior Civil Service. Furthermore, whilst at the National School, he co-authored the book “Understanding British Government” and continue to provide revised versions for use on programmes run by Civil Service Learning.

Andrew Dismore AM

Andrew was the MP for Hendon from 1997 to 2010. In a varied parliamentary career, Andrew built a reputation as an expert in private members’ legislation and chaired the Joint Select Committee on Human Rights.

He also served on the Standards and Privileges Committee for nine years, the Work and Pensions Committee for seven years and the powerful Liaison Committee for five years.

Growing up in a political family, Andrew began his career in politics in 1982, as the then youngest ever councillor on Westminster City Council, becoming Leader of the Labour Group in 1990.

Prior to entering Parliament, Andrew had been a partner at Thompsons and at Russell Jones and Walker, specialising in personal injury and trades union law. Andrew now works as a consultant specialising in legal affairs. Andrew is also the co-ordinator of the Access to Justice Group.

Bridget Prentice

With over 27 years' experience of leadership in the public sector and almost two decades spent in Parliament, Bridget have an insider's understanding of the challenges and opportunities that face public bodies and third sector organisations.

Bridget has served 18 years as MP for Lewisham East, was a Government Whip and a Minister in the Ministry of Justice with responsibility for 14 policy areas. This ranges from legal services, the courts and tribunals, youth engagement to electoral administration etc.

She has piloted major pieces of legislation through parliamentary process and has negotiated financial packages to support key groups such as Coroners' Courts Support Staff. She has also played a key role in designing and implementation of policy.

Prior to taking on ministerial positions, Bridget was a member of the Home Affairs Committee, Court of Referees and Parliamentary Commissioner for Administration.

She is presently a Trustee on the Jimmy Mizen Foundation and on Age Exchange, the Chair of Governors of Trinity Lewisham School and Electoral Commissioner at the Electoral Commission.

Norman Baker

Norman was first elected as an Member of Parliament in 1997 and became first non-Conservative MP in Lewes. He has extensive knowledge on parliamentary procedure from his experience at the frontbench as well as a backbencher. He has established a reputation as one of the most dogged and persistent parliamentary interrogator the modern House of Commons has known.

As an MP Norman made his reputation for uncovering scandal and exposing conflicts of interest and uncomfortable facts, being one of the first to criticise the Millenium Dome project, and largely contributing to Peter Mandelson's second resignation over his relations with the Hinduja brothers. In 1998, he won an award as "Best Newcomer MP" for his campaigning on environment issues. Norman has served European Legislation Committee, Environmental Audit Committee, and Broadcasting Committee between 1997 and 2003. He then became a member of the Human Rights Joint Committee from 2001 to 2003.

After 2010 election, Norman was appointed Parliamentary Under Secretary of State for the Department for Transport. He was later appointed Minister of State for Crime Prevention in October 2013. He oversaw issues relating to national security. He suggested changes to drug policy that patients should have access to cannabis for cancer pain relief and multiple sclerosis.

Meg Munn

Meg is an experienced governance consultant who specialises in parliamentary process, political party development, gender mainstreaming and women's leadership. She has extensive experience in delivering a wide range of training programmes internationally, ranging from Iraq to Fiji. In February 2016, she advised on design and led a week long induction programme for over 450 Myanmar MPs for the UN Development Programme & Inter-Parliamentary Union, the largest ever parliamentary induction programme.

Meg was first elected as Member of Parliament for Sheffield Heeley in 2001. She was appointed as the Minister for Women & Equality in 2005 where she steered the Equality Act 2006 through Parliament, which established the Equality and Human Rights commission. She oversaw the response to the Women and Work Commission report on closing the gender pay gap and also successfully introduced civil partnerships into the UK.

She was then appointed as a Minister in the Foreign and Commonwealth Office. She led UK Government work on UN Security Council Resolution 1325 (on women, peace and security), and negotiated new constitutions for Overseas Territories. Her key roles included managing the UK response to protests by Burmese monks and negotiating with Cuba about sanctions and release of political prisoners. She also challenged the Foreign and Commonwealth Office to increase its efforts to advance women to senior positions, holding events to keep the focus on the issue.

Meg writes and speaks on increasing the numbers of women working in science, engineering, technology and construction, and is Patron of the Women's Engineering Society. She is a member of the UK Foreign & Commonwealth Office's Diplomatic Excellence External Panel, an Associate of Global Partners Governance and was previously on the Executive Committee of the Inter-Parliamentary Union UK. She is also a governor at Sheffield Hallam University, a non-executive director of the Esh Group, and a Fellow of the Chartered Management Institute.