

Publication Scheme and Guide to Information

Further information within the House of Commons publication scheme can also be found within the House of Commons pages: <http://www.parliament.uk/business/commons/>

1. Who we are and what we do

Information made publicly available under this section of the Publication Scheme is under the following categories:

- 1.1 [Roles and responsibilities](#)
including outline and detailed information about the roles and responsibilities of the House of Commons and the roles and responsibilities of those working there at a senior level.
- 1.2 [Organisational structure](#),
including information on the internal structures of the House referring to its functions, and how the structure relates to the roles and responsibilities. This covers the committee structure of the legislature; the management structure with particular reference to the Commission, the Management Board, and the Clerk of the House; and administrative arrangements.
- 1.3 [Members of the House of Commons](#),
including details of those who sit in the Commons as members of the legislature, membership of committees and composition of the House by reference to party.
- 1.4 [Contact details](#)
for the House of Commons.
- 1.5 [Legislation and conventions](#)
Information relating to the relevant legislation or convention functions of the House of Commons.

1.1 Roles and responsibilities

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Parliament's role](#),
including the two-House system, scrutinising the work of government, legislation, debate, rules and customs, traditions of Parliament, Parliament and government, Parliament and Crown, devolved Parliaments and Assemblies, and Europe.
- [Principal officers and staff](#),
including the Speaker, Government and Opposition roles, Whips, Leader of the House of Commons and the Clerk of the House.
- [Overview – roles and responsibilities](#)
An overview of roles and responsibilities can be found in the House of Commons Commission Annual Reports.
- Roles and responsibilities
Detailed information about roles and responsibilities is contained in the House of Commons Information Office Factsheets. These documents provide brief, informative descriptions of various facets of the House of Commons. The Factsheets are divided into four series: Procedure, Legislation, Members/Elections and General.
[HCIO factsheets: roles and responsibilities](#)

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- A short guide to the business of the House of Commons

Alternative publications

available through sources other than the House of Commons Service:

- Erskine May – 23rd edition.
Erskine May's Treatise on The Law, Privileges, Proceedings and Usage of Parliament is a commercial publication and constitutes a key reference source in Parliament on procedural matters. Available for purchase from the Parliamentary Bookshop.
- Other publications available for purchase from the Parliamentary Bookshop, including Vachers' Parliamentary Companions and Dods' Parliamentary Companions.
[Parliamentary Bookshop](#)

1.2 Organisational structure

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The House of Commons Commission](#),
which is the overall supervisory body of the House of Commons Administration. It prepares and lays before the House the Estimates for the House of Commons Service; it decides most matters of policy; and has overall responsibility for the staffing of the House Service.
- [The Tebbit review](#),
which was Sir Kevin Tebbit's review of the management and services of the House of Commons, and the Commission's response to this.
- [The Administration Committee of the House of Commons](#),
which was established to 'consider the services provided for and by the House'. In practice this means services provided for Members of Parliament, as well as services provided by the House of Commons for others, such as visitors to the House.
- [The Administration Estimate Audit Committee](#),
which was established by the House of Commons Commission to conduct certain work on behalf of the Commission.
- [The Members Estimate Committee](#),
which considers matters relating to MPs' pay and allowances on behalf of the House of Commons.
- [The Members Estimate Audit Committee](#),
which was established by the House of Commons Members Estimate Committee to conduct certain work on behalf of the Members Estimate Committee.
- [The Finance and Services Committee](#),
which was established to consider expenditure on and the administration of services for the House of Commons: it has responsibility for detailed scrutiny of the House's budget.
- [The Management Board](#),
which operates under a formal delegation from the House of Commons Commission. It is responsible for the management of the services provided for the House of Commons by the Departments of the House; advising the Corporate Officer of the House of Commons on the nature and level of services that should be provided by joint departments of the two Houses; and giving advice on these services to the Commission and the Finance and Services Committee.
- [The Clerk of the House](#),

who is a permanent senior official of the House of Commons. The main role of his office is advising the Speaker and MPs on House procedure (the formal and informal rules of its everyday activities) and managing the Commons' departments and services. Appointed by the Crown, the Clerk has no political affiliations and is not a civil servant. He is also the Chief Executive Officer for the House of Commons Administration.

- [Select Committees, Joint Committees, General Committees \(including Public Bill Committees\), Grand Committees.](#)

Much of the work of the House of Commons takes place in committees, made up of around 10 to 50 MPs. These committees examine issues in detail, from government policy and proposed new laws, to wider topics like the economy.

- [Organisational charts](#)

including organograms and descriptions of the organisational structures are contained in annual reports and corporate business plans.

1.3 Members of the House of Commons

Information made available by the House of Commons Service through the website www.parliament.uk at no charge:

[Find your Member of Parliament](#)

Information about [Members of Parliament](#) on:

- Alphabetical list of Members of Parliament;
- Members of Parliament by Constituency;
- Members of Parliament by County and Unitary Authority;
- Members of Parliament by Party;
- Members of Parliament by Gender;

Information about [Political parties represented at Parliament](#);

1.4 Contact details for the House of Commons

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [General contact form.](#)
- [Details for the Commons Information Office.](#)
- [Contact details.](#)

1.5 Information relating to the legislation or conventions relevant to the functions of the House of Commons

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The House of Commons Administration Act 1978](#).
This is an Act to make provision for the administration of the House of Commons.
- [The House of Commons Commission Instrument of Delegation](#)
was made on 22 October 2007. This is contained in the thirtieth annual report of the House of Commons Commission.
[Mr Speaker's letter on conventions and courtesies of the House](#).
- [The Joint Committee on Conventions](#)
was established "to consider the practicality of codifying the key conventions on the relationship between the two Houses of Parliament which affect the consideration of legislation".

Alternative publications

available through sources other than the House of Commons Service:

- The Parliamentary Corporate Bodies Act 1992
This is an Act to establish corporate bodies to hold land and perform other functions for the benefit of the Houses of Parliament; to make provision for and in connection with the transfer of certain property, rights and liabilities to those corporate bodies; and for purposes connected therewith. Available from the website www.legislation.gov.uk
- The Parliament (Joint Departments) Act 2007
This is an Act to provide for joint departments of the Houses of Parliament; and for connected purposes. Available from the website www.legislation.gov.uk.
- Refer to Halsbury's Laws or the Statute Law database
for copies of other legislation relevant to the House of Commons.
- Erskine May – 23rd edition
Erskine May's Treatise on The Law, Privileges, Proceedings and Usage of Parliament is a commercial publication and constitutes a key reference source in Parliament on procedural matters. Available for purchase from the [Parliamentary Bookshop](#). Useful reference for conventions.

2. What we spend and how we spend it

Information made publicly available under this section of the Publication Scheme is under the following categories:

- 2.1 [Financial statements, budgets and variance reports](#)
Including budget estimates and requests for resources for the cost of running the House of Commons and its staff, together with statements indicating what has been spent.
- 2.2 [Expenses and allowances schemes](#)
Amounts paid to Members of Parliament, including details of the schemes for the payment of expenses and allowances to MPs.
- 2.3 [Staff allowances and expenses](#)
Produced in line with the House of Commons' policies, showing details of the allowances and expenses that can be claimed.

- 2.4 [Workforce pay and grading details](#),
Showing salaries by band.
- 2.5 [Procurement procedures](#)
- 2.6 [List of contracts awarded and their value](#)
- 2.7 [Financial statements for projects and events](#)

2.1 Financial statements, budgets and variance reports

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Annual Resource Accounts for the House of Commons Administration including variance](#).
- [Annual Resource Accounts for Members, including variance](#).
- [Annual Supply Estimates for the House of Commons Administration](#)
Supply Estimates are the means by which the House makes provision for its spending each year. The Main Estimates start this process and are presented to Parliament around the start of the financial year to which they relate.

Alternative publications

available through sources other than the House of Commons Service:

- The Annual Supply Estimates for Members are available through HM Treasury www.hm-treasury.gov.uk

2.2 Expenses and allowances schemes and amounts paid to Members of Parliament

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Information on the rules governing Members' Salaries, Allowances and Pensions](#).
- [Members' allowances expenditure](#)
Published information showing amounts paid for individual Members.
- [Members Estimate Committee review](#)
where matters relating to MP's pay and allowances are considered on behalf of the House of Commons.
- [Members' Estimate Committee Annual Report](#)
which is usually contained within the Resource Accounts.
- [Members' Estimate Audit Committee Annual Report](#)
which is usually contained within the Resource Accounts.
- Information regarding expenses paid to or for Members through the allowance schemes, for designated categories and time periods determined by resolution of the House. <http://www.parliament.uk/mps-lords-and-offices/members-allowances/> .

2.3 Staff allowances and expenses produced in line with the House of Commons' policies.

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Policy regarding staff expenses included in the Staff Handbook](#).

Information to be made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- The total of allowances and expenses paid to individual members of senior staff on the House of Commons Management Board in line with the policies of the House for the financial year 2008/2009 onwards.

The House does not currently hold this information in a publishable format and this may impact on the time it will take to release this information following a request. This category is limited to information that can be provided within the appropriate limit under the Freedom of Information Act 2000. Information requested so far has been published on the [Freedom of Information disclosure](#) log.

2.4 Workforce pay and grading details

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- House staff salary bands

2.5 Procurement procedures

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The Commercial Services Directorate](#)
Responsible for the House of Commons' Procurement Policy and providing consultancy advice and direct support to Departments of the House, upon request.

2.6 Lists of contracts awarded and their value

Information to be made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- The House is currently working towards publishing a buyer profile including details of contracts in line with EU requirements on its external website.

2.7 Financial statements for projects and events

Information to be added to the Scheme by the House of Commons Service:

- Financial statements for significant projects and events for the financial year 2008/2009 onwards.

3. What are our priorities and how are we doing

Information made publicly available under this section of the Publication Scheme is under the following categories:

3.1 [Business plans](#),

- a) for the Business of the House
- b) for Corporate plans

providing an indication of how business is allocated to the House and its committees, calendars of business to be conducted, the Commission's corporate plan and other plans about the provision of administrative and financial services.

- 3.2 [House of Commons Commission Annual Report.](#)
- 3.3 [Organisational, service provision and performance reviews.](#)
- 3.4 [Progress reports.](#)
- 3.5 [Statistics.](#)

3.1 Business plans

a) Business plans – business of the House

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Making laws: why are new laws needed?](#)
Bills, Acts, Public Bills, Private Members' Bills, Private Bills, Hybrid Bills, Draft Bills, Bill stages, Delegated legislation, Parliamentary sovereignty, Parliament Acts.
- [Bills and legislation:](#)
Parliament this session, access to previous sessions.
- [The Parliamentary calendar](#)
showing the calendar of business including: summary agenda, order of business and question book.

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- A short guide to the business of the House of Commons.

Alternative publications

available through sources other than the House of Commons Service:

- The draft legislative programme.
Published by the Office of the Leader of the House of Commons on www.commonleader.gov.uk.
- Erskine May – 23rd edition.
Erskine May's Treatise on The Law, Privileges, Proceedings and Usage of Parliament is a commercial publication and constitutes a key reference source in Parliament on procedural matters. Available for purchase from the [Parliamentary Bookshop](#).
- [The Queen's Speech.](#)
The content of the Queen's Speech is drawn up by the Government and approved by the Cabinet. It contains an outline of the Government's policies and proposed new legislation for the new parliamentary session.

b) Business plans – corporate

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- The outline strategic plan for the House of Commons Administration 2006-2011.
[Business plans](#)
- Corporate business plans.
- [The Tebbit review](#),
Sir Kevin Tebbit's review of the management and services of the House of Commons.

3.2 House of Commons Commission Annual Report

- Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:
Annual Reports.
http://www.parliament.uk/about_commons/house_of_commons_commission_.cfm

3.3 Organisational, service provision and performance reviews

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- Annual Reports.
http://www.parliament.uk/about_commons/house_of_commons_commission_.cfm
- [Survey of Services](#).
A survey of Members and their paid staff to see how the Service is doing in delivering support to Westminster and constituency offices.
- [Minutes of the Administration Committee](#).
Established to 'consider the services provided for and by the House'.
- [The Finance and Services Committee](#).
Considers expenditure on and the administration of services for the House of Commons: it has responsibility for detailed scrutiny of the House's budget.

3.4 Progress reports

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- Annual Reports.
http://www.parliament.uk/about_commons/house_of_commons_commission_.cfm

3.5 Statistics

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- Annual Reports.
http://www.parliament.uk/about_commons/house_of_commons_commission_.cfm
- [Sessional Returns](#).
- [Sessional information digest](#).

4. How we make decisions

Information made publicly available under this section of the Publication Scheme is under the following categories:

- 4.1 [Records of meetings and proceedings](#),
 - a) of the House
 - b) of the Committees
 - c) of the Management Board and the Commission
- 4.2 [Reports and papers provided for consideration at meetings](#)
- 4.3 [Internal instructions, manuals and guidelines](#)

4.1 Records of meetings and proceedings and

4.2 Reports and papers provided for consideration at meetings

a) The House

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Daily business papers](#) (Vote Bundle)
The daily working documents of the House of Commons are known collectively as the Vote Bundle.
- [Journal and indexes](#)
This is a collation of the Votes and Proceedings (the formal record of proceedings and papers laid) of the House of Commons. Indexes, including a decennial index, are produced.
- [Hansard](#) (the Official Report)
The edited, verbatim report of proceedings in the Commons Chamber, Westminster Hall, Written Ministerial Statements and Written Answers and petitions. Daily debates are published on the website the next working day at 8am.
- [Sessional Returns](#)
These are produced at the beginning of each parliamentary session, and they summarise the business conducted by the House at the last session.
- [Standing Orders](#) for Public Business and relating to Private Business in the House.

b) Committees

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- The edited, [verbatim report of General Committees](#)
Produced by Hansard.
- [Parliamentary committee publications, for Select, Joint and Public Bill committees.](#)
- [Sessional Returns](#)
These are produced at the beginning of each parliamentary session, and they summarise the business conducted by the House at the last session.

c) Minutes of the Management Board and the Commission

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Records of meetings of the House of Commons Commission.](#)

Information made available by the House of Commons Service through the website at no charge:

- [Management Board Papers](#)

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

Requests for documents not included into publication will be considered on a case by case basis and information will not be released if it is properly regarded as private to the meeting / the House considers that it would be exempt from disclosure under the Freedom of Information Act 2000 at the time of the request:

- Records of meetings of the Management Board.

- Papers presented to meetings of the House of Commons Commission.
- Papers presented to meetings of the Management Board.

Consideration of whether information is exempt may impact on the time it will take to release requested information following a request.

4.3 Internal instructions, manuals and guidelines

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- Risk Management policy, principles and concepts.
- Human Resources management handbook.
- The Resource Framework.
The framework for managing resources in the House of Commons for 2005-06 and beyond.

5. Our policies and procedures

Information made publicly available under this section of the Publication Scheme is under the following categories:

- 5.1 [Policies and procedures](#) for
 - a) the conduct of the business of the House
 - b) the provision of services
 - c) for the recruitment and employment of staff.
- 5.2 [Records management and personal data policies](#), including information security policies, records retention, destruction and archive policies, and data protection policies.
- 5.3 [Customer service](#), including the complaints process for requests for information and the operation of the publication scheme.
- 5.4 See [section 7.11](#) for charging regimes and policies.

5.1 Policies and procedures for a) the conduct of the business of the House b) the provision of services and c) for the recruitment and employment of staff

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Standing Orders](#).
The official written rules of Parliament, and refer to public and private business.
- [The Ministerial Code](#) / [MP Codes of Conduct](#).
- <http://www.publications.parliament.uk/pa/cm200506/cmselect/cmpubadm/1457/1457.pdf>
- [Standards and Financial Interests](#)
- [The Parliamentary Commissioner for Standards](#).
Oversees the maintenance and monitoring of the operation of the Register of Members' Interests; providing advice on a confidential basis to individual Members and to the Select Committee on Standards and Privileges about the interpretation of the Code of Conduct and Guide to the Rules relating to the Conduct of Members; preparing guidance and providing training for Members on matters of conduct, propriety and ethics; monitoring the operation of the Code of Conduct and Guide to the Rules and, where appropriate, proposing possible modifications of it to the Committee; receiving and investigating complaints about Members who are allegedly

in breach of the Code of Conduct and Guide to the Rules, and reporting his findings to the Committee.

- [The staff handbook](#).
- This sets out areas of personnel policy, procedures and best practice and describes the services and facilities available to staff of the House. It covers areas such as equality and diversity.
- [Working for the Commons](#).
- [Information rights requests](#) procedure contained in Freedom of Information and Data Protection pages.
- Freedom of [Information disclosure log](#) - list of FOI disclosures which have been requested from the House of Commons and which have a wider interest.

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- Occupational Health and Safety policy.

Alternative publications

- www.houseofcommons-careers.org.uk

5.2 Records management and personal data policies

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Data Protection policy](#).
- [Information rights requests procedure](#).
- [Records Management in Parliament](#).
The Parliamentary Archives provides a shared records management and archives service to the administrations of the House of Commons and the House of Lords.
- [Records retention, destruction and archive policies](#).

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- Information Security policy.

5.3 Customer service

Opportunities to provide feedback are currently offered in a number of different circumstances, for example, comments on Information Office Factsheets, the comments form on the website and the information rights appeals process. Where there is no alternative method offered for providing feedback, comments and complaints about the House of Commons Service should be sent by email to OfficeoftheChiefExecutive@parliament.uk or by telephone on 020 72191707.

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- Performance objectives are identified in [Business Plans and Annual Reports](#).
- [The Staff Handbook](#) contains details on how staff complaints are managed.
- [Comments form](#).
- [Information rights complaints process](#).
- [Data Protection](#)

6. Lists and registers

Information made publicly available under this section of the Publication Scheme is under the following categories:

- 6.1 [Asset registers and information asset registers](#).
- 6.2 [Register of interests](#).
- 6.3 [Register of gifts and hospitality](#) provided to Members and senior personnel.
- 6.4 [Freedom of Information Act request and disclosure logs](#).

6.1 Asset registers and information asset registers

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The Portcullis Catalogue](#) is an archive catalogue
It contains descriptions of the unique records we hold, with a reference number which will enable you to order or enquire about records by e-mail or in advance of your visit to our search room at Westminster, London.
- [The Resource Accounts](#) contain information regarding assets

Information to be available by the House of Commons Service through the website www.parliament.uk at no charge:

- The House is currently working towards publishing information about Parliamentary works of art, which is due to be available to the public on its external website from April 2009.

6.2 Register of interests

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Registers of Members Financial Interests, Registers of Interests of Members' Secretaries and Research Assistants, All-party groups and Journalists' interests, gifts and hospitality](#)

6.3 Register of gifts and hospitality provided to Members and senior personnel

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The staff handbook](#) contains information on the policy for House staff registering gifts.
- See 6.2 for the register of Members' gifts and hospitality.

Information made available by the House of Commons Service on request (basic copying and postage costs may be charged):

- Register of gifts and hospitality for individual members of senior staff on the House of Commons Management Board. This will exclude any information properly regarded as exempt under the Freedom of Information Act 2000.
The House does not currently hold this information in a publishable format and this may impact on the time it will take to release this information following a request.
- Information requested so far has been published on the [Freedom of Information disclosure log](#).

6.5 Freedom of Information Act request and disclosure logs

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Freedom of Information request log](#).
- [Freedom of Information disclosure log](#).

7. The services we offer

Information made publicly available under this section of the Publication Scheme is under the following categories:

- 1.0 [General](#).
- 1.1 [Legislative procedures](#).
- 1.2 [Scrutiny of the government](#).
- 1.3 [Election procedures](#).
- 1.4 [Records and archives](#).
- 1.5 [Research papers](#).
- 1.6 [Ceremonies and occasions](#).
- 1.7 [Visits](#).
- 1.8 [Advice and guidance](#).
- 1.9 [Media releases](#).
- 1.10 [Leaflets and booklets](#).
- 1.11 [Details of the services for which the House is entitled to recover a fee together with those fees](#).

7.0 General

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- The Parliament website.
As a whole, the Parliament website contains a wealth of information and is continually updated.
www.parliament.uk
- [The House of Commons Information Office](#).
Answers questions about the business, history and membership of the House of Commons. We also provide a range of services and publications. The Information Office cannot answer questions on the interpretation of legislation or on government and political party policy, past or present. Such enquiries should be directed to the relevant government department or political party.
- [Frequently asked questions](#).
A list of popular enquiries that may assist in providing relevant information.
- [Parliamentary Outreach](#).
Works with local networks and media, community groups, campaigners and non-governmental organisations to strengthen the connection between Parliament and the public.

Alternative publications

available through sources other than the House of Commons Service:

- [The Commonwealth Parliamentary Association](#)
- [The Inter-Parliamentary Union](#)

7.1 Legislative procedures

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Brief guides produced by the Information Office.](#)
- [Petitions.](#)
A guide to presenting a public petition to the House of Commons.
- [Private Bills.](#)

7.2 Scrutiny of the government

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The Scrutiny Unit.](#)
Forms part of the Committee Office in the House of Commons. It exists to strengthen the scrutiny function of the House. It provides specialist expertise to Select Committees, especially (but not exclusively) on financial matters and draft bills.
- [Committees.](#)
- [Parliamentary questions.](#)
MPs can ask the Government questions to be answered in person by a Minister (Oral Questions) or in writing (Written Questions).

7.3 Election procedures

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- Members / Election series of [Factsheets.](#)
Produced by the Information Office on topics including:
 - [General Elections](#)
 - [By-elections](#)
 - [Parliamentary Constituencies](#)
 - [Swearing in and parliamentary oath](#)

7.4 Records and archives

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [The Parliamentary Archives.](#)
The historical records of the House of Commons are held by the Parliamentary Archives. Most records are available for general access but some are closed in whole or in part because information they contain may be exempt information under the Freedom of Information Act or the Environmental Information Regulations. Closures are usually indicated in Portcullis, the online catalogue, and will be reviewed on request.
The Parliamentary Archives does not undertake detailed research for enquirers but can provide the names of independent researchers who do this on payment of a fee to be agreed with the enquirer. Enquiries and requests for review of closed records should be sent to the Parliamentary Archives.
- An external data search facility is available at a charge: www.justis.com .

7.5 Research papers

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Research papers](#).
Compiled for the benefit of Members of Parliament by staff of the House of Commons. They are an occasional series of papers, numbered by year and sequence of publication, and usually deal with topics of current parliamentary interest. They aim to be politically impartial and contain factual information as well as a range of opinions on each subject covered.
- [Standard Notes](#).
These are generally shorter and more informal than Research Papers. They serve a variety of purposes, but are often used to supply a quick response on subjects raised frequently by Members of Parliament, or to provide an update on legislation or other important developments. They are usually evolving documents which are updated from time to time but we do not have the capacity to keep them all up-to-date, so please note the dates on them.
- [POST briefing notes](#).
A range of publications produced by the Parliamentary Office of Science and Technology, whose role is to provide objective analysis of science and technology based issues of relevance to Parliament. Parliamentary Office of Science and Technology is an office of both Houses of Parliament.

7.6 Ceremonies and occasions

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Parliamentary Occasions](#).
Including the key business and ceremonial events (both regular and occasional) that punctuate the parliamentary year. Includes Addresses to Members of Parliament, The Budget, Calendar of sittings, Lying-in-state, Prorogation, Recall of Parliament, State Opening of Parliament.

7.7 Visits

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Visiting Parliament](#).
Including details of the occasions and circumstances that members of the public can visit Parliament.
- [Virtual tours](#).
Parliament is developing a series of virtual tours for you to explore some of its famous buildings and learn about the current work and history of Parliament.
- Education visits through the [education service](#)

7.8 Advice and guidance

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [Guide for Select Committee Witnesses](#).
Guide explaining to witnesses how to give evidence to Select Committees. Versions exist which are tailored to particular Committees.

7.9 Media releases

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

For all parliamentary news: <http://www.parliament.uk/business/news/>
For committee news: <http://www.parliament.uk/business/news/parliament-government-and-politics/parliament/committee-news/>

7.10 Leaflets and booklets

Information made available by the House of Commons Service through the website www.parliament.uk at no charge, on:

- [House of Commons Information Office Factsheets.](#)
Provide brief informative descriptions of various facets of the House of Commons.
- The Voting Times.
A publication aimed at new voters.
<http://www.parliament.uk/votingtimes/index.html>
- [What's on in the Commons?](#)
Sets out various links to current and future business
- [The Weekly Information Bulletin.](#)
Produced by the House of Commons Information Office and published at the end of each sitting week. It includes a range of information on completed and forthcoming business, Select and General Committees and the progress of legislation.
- [The Sessional Information Digest.](#)
A companion to the Weekly Information Bulletin. It is produced around 10 weeks after the end of each parliamentary session and is largely based on information previously published in the Weekly Information Bulletin and the Sessional Returns.
- [The Parliamentary Education Service.](#)
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7.11 Details of the services for which the House is entitled to recover a fee together with those fees

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