

1. ADVICE NOTE 8: APPGS AND RECORD KEEPING

1. It is the responsibility of the APPG Chair to ensure that the group keeps the records required by the rules. This Advice Note explains
 - the records which Groups must keep;
 - how long to keep records;
 - when to disclose this information.

Records which Groups must keep

2. Paragraph 21 of the [Guide to the Rules on APPGs](#) lists the information which APPGs must keep. It says:

21. Groups must be transparent about their nature, membership and funding. In particular, they must avoid presenting themselves in a way which could lead to confusion with Select Committees. They must make full disclosures of any support received for their publications. An APPG must:

- a. use the group's full registered name, including the term 'All-Party Parliamentary Group', in all its communications. This helps distinguish registered groups from unregistered groups and from other bodies such as select committees;
- b. publish details of its formal meetings in advance, on the All-Party Notices, along with the names of any external speakers and details of a parliamentary contact;
- c. publish on its website (or provide on request) the following information:
 - i. a list of active members (both parliamentary and external);
 - ii. dates of meetings, both past and future;
 - iii. minutes of past formal meetings (which should record both attendance and decisions);
 - iv. any reports or other publications issued;
 - v. income and expenditure statements (if required: see paragraph 4 below).

Groups must publish the above records on their website if they have one. Groups which do not have a website must make them available on request. Please see also the information in paras 3-6 below.

Lists of active members and minutes of past formal meetings [points (i) and (iii) above]

3. Membership lists and minutes contain personal data. Groups must make sure this is handled in accordance with data protection requirements. Our [Advice Note 5](#) on data protection explains the steps that you should take. In particular:
 - The APPG must have a written agreement with any person or organisation who processes personal data on behalf of the group, if they are not employed by the group or by its officers. That person or organisation is a ‘data processor’ and must handle this information in accordance with data protection requirements.
 - Individuals must be able to exercise their rights in relation to the data which the group holds. Advice Note 5 explains more about this.

Income and expenditure statements [point (v) above]

4. Each group has its own reporting year, which can be found from its entry in the [Register of APPGs](#). After the end of each reporting year your group must approve an income and expenditure statement if it has received more than £12,500 in money or in kind during that year. This must be done before the reporting deadline, which you can also find from your group’s Register entry. You must publish the statement on your group’s website, or (if it has no website) produce it on request. Do not send it to the Registrar’s office. [NB: In the 2019 Parliament, very few groups will complete a reporting year before January 2021].

Records from the previous Parliament

5. Some – but not all -- Groups have taken on responsibility for the records of their predecessor(s) in an earlier Parliament. If so they should handle and disclose these records in accordance with this note.
6. It is worth bearing in mind that all Groups cease to exist at a General Election. When a Group ceases to exist, either at an Election or at another time, it is the Chair’s responsibility to make arrangements for keeping the required records. If the Group had asset or liabilities, this is likely to include the assets and liabilities statement prepared at Election time; and in some cases (where required) income and expenditure statements, including for the incomplete reporting period which was cut short by the election. Further guidance is set out in our [Advice Note 6](#) on General Election rules.

How long to keep records

7. The information described in paragraph 21 of the Guide must be kept for at least five years. Groups may need to keep some information for more than 5 years, for example information about contracts or payroll required by HMRC.

When to disclose this information

8. Groups which do not have websites must disclose the information listed in paragraph 21 of the Guide to the Rules on request.

9. Individuals must be able to exercise their rights in relation to personal information which the Group holds about them. See Advice Note 5 for details.

10. Groups are not public authorities for the purposes of FOI legislation, and so there is no general obligation for Groups to respond to FOI or other requests for information eg about events which did not require registration (unless that information is listed in paragraphs 2 or 9 above). You may be able to direct the enquirer to other sources of information, for example the various Registers published by the House of Commons or House of Lords, or in the information which the House of Commons publishes about events on the parliamentary estate.

Document owner: Registrar of Members' Financial Interests, Office of the Parliamentary Commissioner for Standards

Date of document: December 2020

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