



GROUP CIRCULAR 929

To: Branches, Groups and Executive Council

21 October 2022

Dear Colleague,

CSPA PARLIAMENTARY EVENT TO BE HELD TUESDAY 8TH NOVEMBER 13.00-15.00

GC926 22 outlined arrangements for a celebration of CSPA's Platinum Jubilee in the Churchill Room at the Houses of Parliament. Groups were encouraged to send along two representatives and invite their MP to meet them at the event. This circular contains some further information about the event. An email will be sent out to all those attending with joining instructions nearer the time.

We are now approaching the deadline of **28 October** for notification of attendance of both CSPA members and invited guests. If you have not already done so, I would encourage you to invite your MP to attend and hear about the work of CSPA, even if you are unable to send a representative for your group.

How do I contact my MP?

To find your MP and send them an email click on this link <https://www.writetothem.com/?a=westminstermp>

Writing is probably the best method, as it provides a written record that can be referred to later. You can:

- Send the template letter attached to this circular or write a letter to your MP at: House of Commons, London SW1A 0AA
- Adapt the letter to email your MP you can use the contact details in the [Directory of MPs](#)

Remember to always include your own address when you write to your MP so that they will know you live in their constituency. If writing is not possible or you just want to ask a quick question or make an appointment, you can telephone your MP's office.

- To telephone their office at the House of Commons, call 020 7219 3000 and ask to be put through to their office giving your MP's name

- To phone your MP at their local constituency office, you will find the contact details at your local town hall or library, or it may be given in the [Directory of MPs](#)

MPs may also have their own locally run websites, and be active on social media. Where possible, we have added these details to the information in the [Directory of MPs](#).

Please let cspa@connectpa.co.uk know if you receive a response to your invitation, so that we have an idea on numbers of MP's attending the reception.

CSPA will be able to assist those attending the event on behalf of their groups with Travel and Subsistence costs of up to £100 per group. Please contact Mike Sparham. National Treasurer at M.Sparham@cspa.co.uk.

If you are planning to attend the event, please confirm with cspa@connectpa.co.uk to help with planning. Staff from Connect will be on hand to introduce you to your MP so that you can make the most of the event and ensure that they understand what CSPA does and how they can support us.

Please note that unfortunately, there is a train strike scheduled for the day before the event 7th November, so it may mean that you will have to allow more time for your journey.

We will be serving refreshments, bowl food, wine, soft drinks, tea and coffee so please also let our organisers know at cspa@connectpa.co.uk if you have any allergies.

An outline programme of the event is as follows:

13.00 Event opens

13.30 Speeches

- **Lisa Ray, General Secretary, CSPA**
- **Keynote Speech, Parliamentary Secretary, Cabinet Office**
- **Clive Betts MP**

Directions to the House of Commons can be found [here](#). Please arrive at the Cromwell Green Visitors entrance (marked as "entrance 9" on the attached map) and allow up to 30 minutes to get through security. You will then be directed to the Churchill Room. Further information about the security at Parliament can be found [here](#)

NB You will need to bring a copy of the invitation with you which will be emailed to you nearer the time of the event with joining instructions from cspa@connectpa.co.uk

If you require hard copies of the linked documentation in this circular, please contact Head Office and we will arrange to post to you.

If you have any questions or require any further information about the matters covered by this Group Circular, please don't hesitate to contact me, either by email at lisa.ray@cspa.co.uk or by telephone on **020 8688 8418**.

Yours sincerely,

Lisa Ray
General Secretary