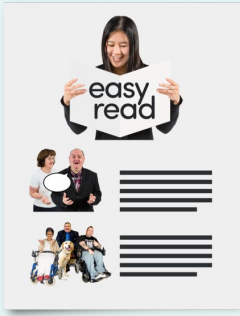


Documents we write for the House of Commons



Easy read booklet



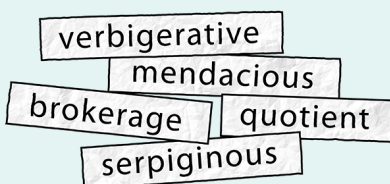
This is an Easy Read version of some information. It has words and pictures.



You might want help to read this booklet. You can ask someone to help you.

words

Some words are **black and bold**. This means we think they are difficult words.



Black and bold words are thicker and darker. We explain what they mean in a box like this.

About us



We are the **House of Commons Administration**.



The **House of Commons Administration** are a group of people who help run the **House of Commons** day to day. They look after the building and help people who visit.



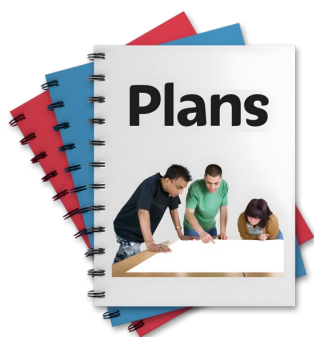
The **House of Commons** is part of **Parliament**. In this booklet we call it the **Commons** for short.

Parliament makes laws in the UK and checks what the **Government** is doing.



The **Government** decides how to run the country.

About this booklet

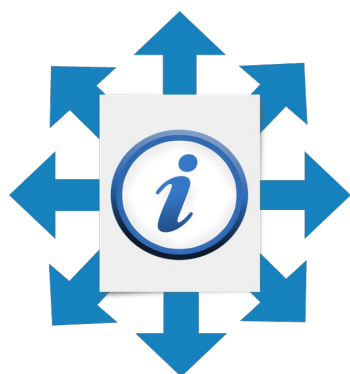


We write lots of documents.
They tell you about what
happens at the Commons.



In this booklet we tell you about
each document. We tell you

- the name of the document.
- how often we **publish** it.
- the **formats** you can read it in.
- what it's about.

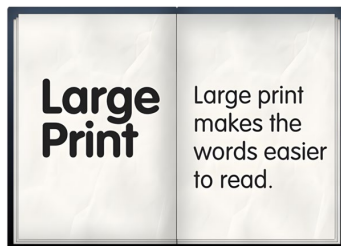
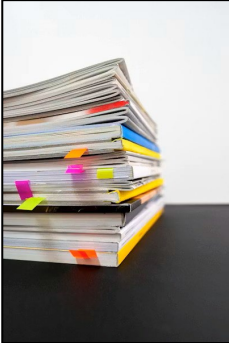


Publish means put a document
where people can read it, like
online, in a book or in a public
place.

The **format** of a document
means how you can read it.
For example, it might be
printed or online.



The formats our documents are in



Our documents are in these formats

- **Print.**
- **PDF.**
- **Large Print.**
- **HTML.**
- **XML.**
- **Excel Spreadsheet.**

Print means the document is printed on paper.

PDF means the document is digital. You can read it on a computer or print it on paper.

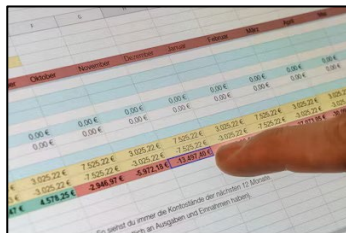
Large Print means the document is easier to read for people with sight problems. For example, the writing is bigger. It is printed on paper.



HTML means the information is on a webpage.



XML means the document is digital and is just written text. It has tags to organise the information.



Excel spreadsheet means the document is digital. There are rows and columns of information.

Our documents

Business papers



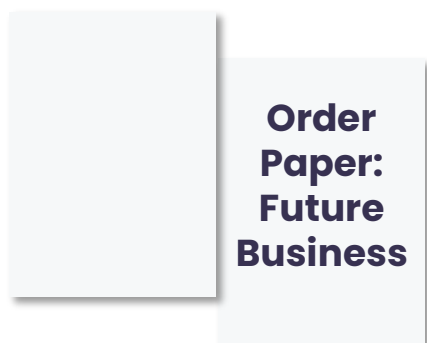
Name Order Paper: Business Today.

- Published Every day.
- Formats Print, PDF, Large Print and HTML.
- What it's about
The work the Commons will do on that day. It includes a list of the **Committees** that will meet.

A **committee** is a small group of people who meet to talk about a certain thing.

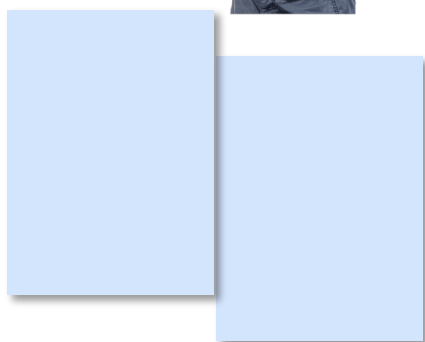
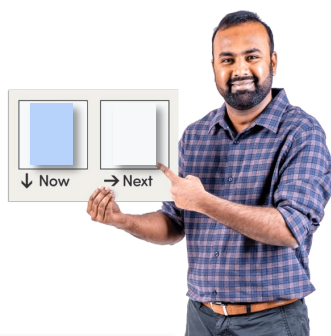
Name Order Paper: Future Business.

- Published Every day.
- Formats Print, PDF, Large Print and HTML.
- What it's about
The work The Commons will do on a certain date. Also work it will do on another date. We do not know that date yet.



Name Order Paper: Business Today and Future Business.

- Published Every day.
- Formats Print, PDF, Large Print and HTML.
- What it's about The 2 documents called **Order Paper: Business Today** and **Order Paper: Future Business** put together.



Name Provisional Order Paper: Business Today and Future Business.

- Published Days when the Commons is shut.
- Formats Print, PDF, Large Print and HTML.
- What it's about This is an **Order Paper: Business Today and Future Business** for days when the Commons is shut. The next day it is updated and becomes part of the documents called the **Order Paper**. It is printed on blue paper.



Name Votes and Proceedings.

- Published Every day.
- Formats Print, PDF, Large Print and HTML.
- What it's about
What happened in the Commons and Westminster Hall the last day they worked.



Name Early Day Motions.

- Published Every day.
- Formats Print, PDF and HTML.
- What it's about
A list of **motions** people asked for the day before this document is published.
Also, a list of names that have been added to other motions.



A **motion** is an idea for a **debate** or decision.

A **debate** is when people who have different opinions talk about an issue.



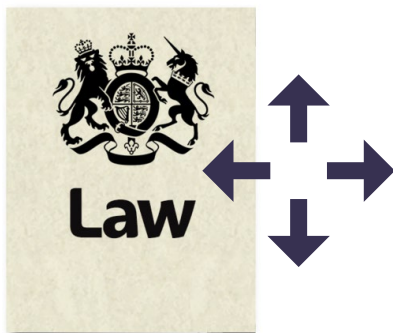
Name Questions for oral answer on a future day (Future Day Orals).

- Published Every day.
- Formats Print, PDF and HTML.
- What it's about
A list of questions for The Commons that have been said out loud. the Commons will answer on another day.



Name Questions Tabled.

- Published Every day.
- Formats Print and PDF.
- What it's about
A list of questions for the Commons to answer that day. Questions can be written or spoken out loud.



Name Given Private Business.

- **Published** When someone asks.
- **Formats** Print and PDF.
- **What it's about**
A list of **private business** people asked for the day before this document is published.

Private business is changes people or organisations want to the law that only affect certain people or organisations.



Name Daily Private Business.

- **Published** When someone asks.
- **Formats** Print and PDF.
- **What it's about**
A version of the document called **Given Private business** that we will add into the document called **Order Paper Part One**. Order Paper Part One is printed on blue paper.



Name Selection of Amendments (to Motions).

- **Published** When someone asks.
- **Formats** Print, PDF, Large Print and HTML.
- **What it's about**
A list of changes to some motions the Commons will debate.



Name Deferred Division Slip.

- **Published** When someone asks.
- **Formats** Print and PDF.
- **What it's about**
A piece of paper you use to vote. You use this when you do not vote straight after a debate. You vote later at a time that is good for you.



Questions

1. _____



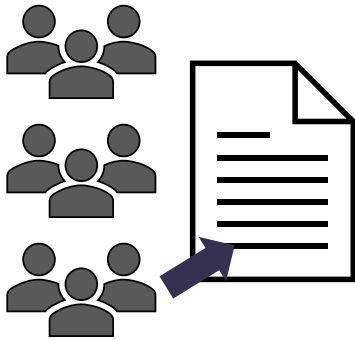
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
MORNING							
AFTERNOON							
EVENING							

Name Written Answers Daily Report.

- Published Every day.
- Formats Print and PDF.
- What it's about Government answers to written questions from MPs.

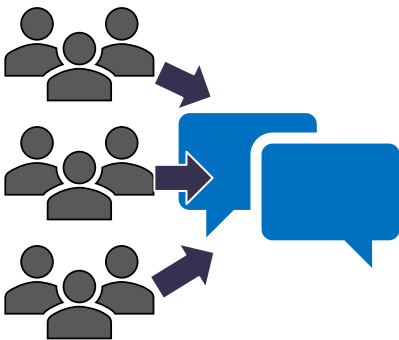
Name Oral Questions Rota.

- Published When someone asks.
- Formats Print, PDF and HTML.
- What it's about The dates that people from each team in The Commons will answer spoken questions.



Name Written statements.

- **Published** When someone asks.
- **Formats** PDF.
- **What it's about** Written Information from different teams in the Commons. We do not write this information ourselves.



Name Oral statements.

- **Published** When someone asks.
- **Formats** PDF.
- **What it's about** Spoken information from different teams in the Commons. We do not write this information ourselves.

Our documents

Official Reports and Proceedings



Name Commons Hansard.

- Published Every day.
- Formats Print, PDF and HTML.
- What it's about
Every word that is said in the Commons and Westminster Hall.

Name Public Bill Committee Hansard.

- Published When the Public Bill Committee meet.
- Formats Print, PDF and HTML.
- What it's about
Every word that is said in the Public Bill Committee meeting.



Name Delegated Legislation Committee Hansard.

- **Published** When the Delegated Legislation Committee meet.
- **Formats** Print, PDF and HTML.
- **What it's about**
Every word that is said in the Delegated Legislation Committee meeting.

Name Lords Hansard.

- **Published** Every day.
- **Formats** Print, PDF and HTML.
- **What it's about**
Every word that is said in the **House of Lords**.

The **House of Lords** is part of Parliament. It is made up of a large group of people who work with the House of Commons to make new laws and check the work the Government does.



Name Lords Grand Committee Hansard.

- **Published** When the Lords Grand Committee meet.
- **Formats** Print, PDF and HTML.
- **What it's about**
Every word that is said in the Lords Grand Committee meeting.

Name Public Bill Committee Proceedings.

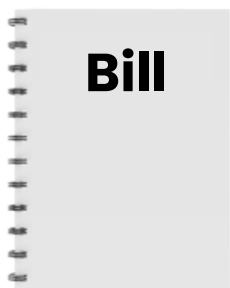
- **Published** After the Public Bill Committee meet.
- **Formats** PDF.
- **What it's about**
What happened at the Public Bill Committee meeting.

Name Chamber Amendment Proceedings.

- **Published** When needed.
- **Formats** PDF.
- **What it's about**
What happened in the Commons about changes to motions or laws.

Our documents

Legislation and Amendments



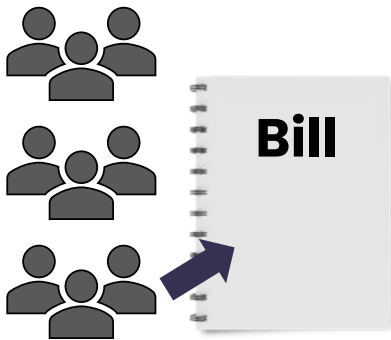
Name Commons Bills.

- Published When needed.
- Formats Print, PDF, Large Print and XML.
- What it's about **Bills** that MPs will debate in the Commons.

A **bill** is a document that suggests new laws or how to change laws we already have.

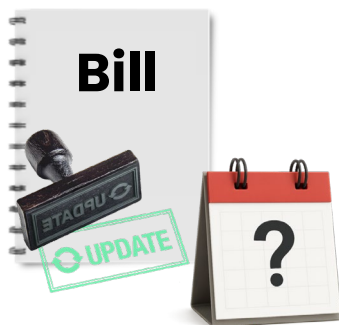
Name Lords Message/Amendment Bills.

- Published When needed.
- Formats Print, PDF and Large Print.
- What it's about Changes the House of Lords have made to a Bill that started in the Commons.



Name Commons Bills Associated Documents.

- **Published** When needed.
- **Formats** Usually Print and PDF. Also, Large Print for some parts.
- **What it's about**
Written Information from different teams in the Commons about a Bill. It includes information about the effect the Bill will have.



Name Daily Chamber Amendments.

- **Published** When needed.
- **Formats** Print, PDF and Large Print.
- **What it's about**
Changes to a Bill that the Commons will think about on a certain date. Also, the order they will think about them.



Name Ping Pong Daily Chamber Amendments.

- **Published** When needed.
- **Formats** Print, PDF and Large Print.
- **What it's about**
Messages from the House of Lords that the Commons will think about. They include changes to Bills that the House of Lords wants.



Name Public Bill Committee Amendment Paper.

- **Published** When needed.
- **Formats** Print and PDF.
- **What it's about**
List of changes that the Public Bill Committee will think about on that day. Also, the order they will think about them.





Name Marshallled List of Amendments.

- **Published** When needed.
- **Formats** Print, PDF and Large Print.
- **What it's about**
List of changes that groups like the Public Bill Committee will think about on another date. We do not know that date yet.



Name Chair's Selection and Grouping for Debate in Committee.

- **Published** When needed.
- **Formats** Print and PDF.
- **What it's about**
List of changes that will be debated by the Commons. A person called the Chair chooses the changes, puts them in groups, and says why they chose those groups.



Our documents

Volumes and other documents



Name Commons Journal.

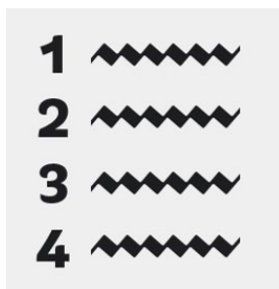
- Published Every year.
- Formats Print and PDF.
- What it's about
What happened in the Commons on a certain date, including votes.



Name Sessional Diary.

- Published Every Spring.
- Formats Print, PDF and Excel spreadsheet.
- What it's about
The time the Commons and Westminster Hall spent on each topic on each day last year.





Name Standing Orders.

- **Published** When the Standing Orders are updated.
- **Formats** Print, PDF and HTML.
- **What it's about**
The rules for MPs when they are in the Commons, and for Committees.

Name Member Photobook.

- **Published** When needed.
- **Formats** Print.
- **What it's about**
A list of all MPs with their name, photo, the **political party** they work for and their **constituency**.

A **political party** is a group of people who have the same ideas about how to run the country. For example, the Labour Party.

A **constituency** is the area of the UK that an MP works for.

The full version of this document is called
“Summary of Procedural Publications”