

# Funding the Future

## Budget representations

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If you want to submit a representation to the Treasury in advance of the Budget, you still have a few days to do so. The deadline is 10 September.

Submissions [can be made through this website](#):



### **Autumn Budget 2024 / Spending Review - Stakeholder Representation**

#### 1. Executive Summary

A representation to Autumn Budget 2024 and/or the Spending Review is a written submission from an interest group, individual, Member of Parliament or representative body to HM Treasury with the aim of commenting on government policy and suggesting new policy ideas to be considered in the upcoming Budget. HM Treasury welcomes representations as part of the policy-making process.

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Mentions of the [Taxing Wealth Report 2024](#) would be welcomed by me.

It is best that submissions focus on a particular issue and not be too long.

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I was asked to suggest how such a representation should be written.

I admit I do not have time to prepare something myself, but this is from ChatGPT and is not bad:

*Writing a representation to a government inquiry requires a clear, structured, and*

well-reasoned document that effectively communicates your views, concerns, or proposals on the matter being investigated. Here's a step-by-step guide to help you draft a formal and persuasive representation:

## 1. Understand the Inquiry

- **Review the Terms of Reference:** Understand the scope, objectives, and specific issues the inquiry is looking into.
- **Know the Timeline:** Be aware of submission deadlines and ensure your representation is timely.
- **Research:** Familiarize yourself with the background of the issue, relevant legislation, and existing government policies.

## 2. Structure of the Representation

### 1. Cover Letter or Executive Summary (Optional but Recommended)

- **Your Contact Information:** Include your name, address, phone number, and email.
- **Subject Line:** Mention the specific government inquiry you are addressing.
- **Purpose:** State the purpose of your representation and briefly outline the key points or recommendations.
- **Call to Action:** Politely request that your submission be considered and invite any follow-up if needed.

### 2. Introduction

- **Who You Are:** Briefly introduce yourself or your organization. Explain your interest or stake in the inquiry.
- **Why You're Writing:** Clearly state why you are making a submission. This could be to provide evidence, express concerns, or suggest solutions.
- **Summary of Position:** Summarize your key points of the position you're advocating for (e.g., support, opposition, or recommendations).

### 3. Background Information (Context)

- **Facts & Evidence:** Provide relevant background information on the issue you are addressing. Include factual data, research, or evidence to substantiate your points.
- **Your Experience:** If applicable, share your own experience or the experience of others that supports your position. This could include case studies, statistics, or real-life examples.
- **Legislative Context:** Refer to relevant laws, policies, or government actions related to the inquiry. Show that you understand the legal or regulatory framework.

### 4. Main Body (Your Arguments)

- **Key Issues:** Identify the specific issues or areas the inquiry is concerned with. Address them one by one.
- **Analysis:** For each issue, present your analysis, provide evidence, and explain why you hold a particular viewpoint.
- **Recommendations:** Offer clear and actionable recommendations. These should be practical and relevant to the scope of the inquiry.
- **Counter-Arguments:** Address potential counter-arguments or concerns the government may have. Provide rebuttals where necessary.

## 5. Conclusion

- *Summary: Summarize the key points of your representation and restate your primary recommendations or conclusions.*
- *Call to Action: You can close by offering to provide further information or to appear before the inquiry if required.*

## 6. Attachments (If Any)

- *If you refer to reports, research, legal documents, or other sources, list them in an appendix or attach them to your submission.*

## 3. Writing Tips

- *Be Clear and Concise: Avoid unnecessary jargon. Keep your language professional and straightforward.*
- *Be Objective and Professional: While you may have strong feelings on the issue, avoid inflammatory or emotional language.*
- *Use Evidence: Wherever possible, back up your statements with facts, statistics, and relevant research.*
- *Keep it Structured: Use headings and subheadings to make the document easy to navigate. A well-organized representation is more likely to be taken seriously.*

## 4. Proofreading and Formatting

- *Check for Clarity: Ensure that your arguments are easy to follow.*
- *Formatting: Use a readable font, standard formatting (1-inch margins, double or 1.5 line spacing), and number your pages if the document is long.*

## 5. Submission Process

- *Follow the official procedure for submission, including adhering to any specific format or length guidelines provided by the inquiry or submit through the correct channel (e.g., by email, online form, or postal mail).*

### Sample Representation Outline:

[Your Name/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To: [Name of Inquiry or Official Title]  
[Government Department/Agency]  
[Address]  
[City, State, Zip Code]

Subject: Representation to the [Name of the Inquiry] on [Topic]

Dear [Chairperson/Committee Members],

I am writing to provide a formal submission to the [Name of Inquiry] regarding [specific topic/issue being investigated]. As [state your interest or expertise in the issue], I wish

*to contribute to the inquiry by addressing [outline key points].*

### *Introduction*

*Briefly introduce yourself and explain why you are making this submission.*

### *Background and Key Issues*

*Provide background information, including factual data or evidence, and identify the key issues related to the inquiry.*

### *Analysis and Recommendations*

*Provide an in-depth analysis of the issues and offer clear, actionable recommendations.*

### *Conclusion*

*Summarize your position and recommendations, and thank the inquiry for its consideration.*

*I appreciate your time and consideration of this submission. Should you require further information or clarification, please do not hesitate to contact me.*

*Sincerely,*  
[Your Name]  
[Your Title/Position if applicable]

*This format helps you present your case effectively to a government inquiry, ensuring your points are well-organized and impactful.*