



Confederation
of Timber
Industries

Contacting your MP

A Guide for Members



The Confederation of Timber Industries (CTI) is the voice of the timber industry, advocating for a greater use of wood through consultation responses, policy roundtables with politicians, reports, and working with the APPG for Timber Industries; our cross-party parliament group.

Please know **we are helping to tell your story and grow your business**. To best get your messages across we need your help to contact your local Member of Parliament (MP). Politicians want to hear about what matters from you as their constituent, and how their help can make a difference.

With this guide we want to give you advice on how to contact your MP and receive a positive response. Please **make sure to let us know when you are contacting your local MP**, and we will do all we can to support you. On our website you can find policy briefs, letter templates, and more.

HOW TO FIND YOUR MP

The easiest way to find your MP and their contact information is by entering the name of the MP if you know it, or otherwise your postcode or location, in the search bar via this link: <https://members.parliament.uk/FindYourMP>. This service will show who your MP is, their contact information and social media, voting record, and written questions they asked the Government in Parliament.

WHERE TO FIND HOW MPs VOTED ON AN ISSUE

To find your MP's voting record, simply click on 'voting record' on the left hand column of the Find Your MP service. To find out how your MP voted on a specific question you can go to this page <https://votes.parliament.uk/Votes/Commons> to search for how MPs voted.

You can also find your MP's thoughts on the timber industry and issues affecting it by looking at your MP's written questions and spoken contributions by searching on: <https://hansard.parliament.uk/>. A written questions keyword search can also be found here: <https://questions-statements.parliament.uk/>.

TOP TIPS FOR WRITING AN EFFECTIVE EMAIL OR LETTER

Do your research: Once you have found out who your MP is, you should research their views and interest on the timber industry and the relevant issue that is being affected, for example on housing or sustainability.

To do this, look at their **speaker contributions** and **written questions** to see if they have addressed the matter in Parliament. Also look at their **social media** to see if they have mentioned the topic you are writing to them about, and their thoughts on the subject.

How to structure your letter: Being clear and concise in your letter is fundamental to receiving a positive response and helping us transmit our message to MPs and the government. To do this effectively there are four steps you need to take.

1. Capture your MPs attention by telling them why they should care.
2. Concisely communicate what the issue you are writing to them is about.
3. State the solutions and how this could help both yourself and them.
4. Call to action. What do you want the MP to do about it?

Add a personal touch: Often we will help you by providing a template letter to send to your MP, but adding how the policy, or the introduction of a policy would affect your business and the community is a great way to engage with the MP and would be more likely to receive a positive response.

Extra tips: Address your MP appropriately. To find how to address your MP, revisit the find your MP page and it will have their full Parliamentary title along with their name at the top of the page.

As with all letters, include your address and email address in the letter so your MP knows you live in their constituency as they can only help you if you're a constituent.

The vast majority of letters to an MP is first read by their staff. By making your email or letter personal, with a clear call to action, you will increase your chances of the letter reaching your MP.

WHY IS WRITING TO MPs IMPORTANT

Your MP is your advocate in parliament, able to ask question of Government via Parliamentary questions, raise the profile of policies, introduce legislation through Private Members' Bills (PMBs), or amendments to legislation that is going through Parliament, or propose inquiries via Select Committees. If our industry is to succeed, we need MPs to know the importance of timber in the UK, and to support the policies which will help us grow.

WHAT ABOUT DEVOLVED OR LOCAL GOVERNMENT

The advice in this guide applies equally to the Scottish Parliament, Welsh Parliament, the Northern Ireland Assembly, or your local council; you simply just have to look up their statements on their respective government or council website. You have just as much of a right to contact them; and you should on major issues. We are just as happy to help you, so please do contact us if you need any assistance.

For more information on the issues affecting the timber industry, campaigns we are working on, reports, infographics and facts about the timber industry, visit our website: <https://cti-timber.org/>.

You can also contact our office at info@cti-timber.org, ringing 020 3205 0067, or writing to us at The Building Centre, 15 Store Street, London WC1E 7BT.



Confederation of Timber Industries

As an umbrella organisation, the CTI represents the UK's timber supply chain - a source of around 350,000 jobs across the skills spectrum and worth almost £2bn to the UK economy.

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