

Code of Governance

Overview

1. The All-Party Parliamentary Carbon Monoxide Group (APPCOG) Code of Governance is an agreement between the Officers of the Group on the rules under which APPCOG operates and is administered. The document is signed by each Officer and a copy is made publicly available on the APPCOG website (<http://www.policyconnect.org.uk/appcog/>).
2. The intention of the Code is to supplement the statutory information that the Group provides on its entry in the Register of All-Party Groups, in order to ensure full transparency. The Group's register entry can be found through this link: <http://www.publications.parliament.uk/pa/cm/cmallparty/register/contents.htm>

Parliamentary

3. The All-Party Parliamentary Carbon Monoxide Group (APPCOG) is an all-party parliamentary subject group on the approved list of parliamentary groups, and abides by the rules and guidelines as laid down in the Guide to the Rules on APPGs compiled by the Office of the Parliamentary Commissioner for Standards. More information on All-Party Groups can be found through this link: <http://www.parliament.uk/about/mps-and-lords/members/apg/>
4. APPCOG exists in order to provide a forum for discussion on, and raise the profile of, carbon monoxide poisoning in relation to all fuel sources and environments.
5. APPCOG is open to members of all parties and both Houses.
6. As explained in the Guide to the Rules on APPGs, the group must have at least four officers, each of whom are either MPs or Peers, with at least one Officer from the government party or parties and at least one from the main opposition party. The number of parliamentary Officers does not have an upper limit. No membership subscription fee is charged of parliamentary Officers of the Group.
7. The agenda of APPCOG is set by the group's Officers. Officers are elected at least annually at the AGM, which is open to all parliamentarians. Only parliamentarians have voting rights at the AGM.
8. The Officers of APPCOG have executive authority over the group.
9. APPCOG is advised by many sources including by a Forum of organisations known as the Carbon Monoxide All Fuels Action Forum ('the Forum'). The Forum's goal is to improve awareness of carbon monoxide and other toxins poisoning arising from fuel burning devices and to instigate action to improve safety. The Forum is a stakeholder group linked to the APPCOG and acts as a source of information and expertise for it. This enables the most pertinent issues from The Forum to be raised in parliament.

10. An Officer of APPCOG sits on the Forum meetings to give a parliamentary perspective, however the Forum is under no obligation to undertake work on behalf of APPCOG and likewise, APPCOG has no obligation to discuss issues raised by the Forum within Parliament.
11. The Forum is funded by many organisations and represents more than one stakeholder. It does not exclude any organisations which raise awareness of carbon monoxide and other toxins harmful to health arising in the burning of fossil fuels. The Forum therefore informs discussions within parliament and stakeholders in a transparent and holistic way.

Secretariat

12. APPCOG is administered by a full time secretariat, responsible for executing the programme and activities of the group agreed by the Officers.
13. The secretariat and other administrative services are provided to APPCOG by Policy Connect.
 - a. Policy Connect is a not-for profit organisation dedicated to stimulating positive change in the UK by generating dialogue and understanding between key stakeholders on important issues, which provides support services to a number of other all-party groups and initiatives.
 - b. Secretarial and other administrative services includes provision of: Management staff who act as Clerks to the Group; project and event management; shared costs of telephone, IT, web and email hosting; financial services; and shared office space external to the Palace of Westminster and other public buildings.
 - c. Policy Connect does not set the group's agenda or programme.
 - d. The finances of APPCOG are administered as follows:
 - i. Annual membership subscriptions and any additional sponsorship received by Policy Connect on behalf of APPCOG are used exclusively to cover all overheads and running costs of the group.
 - ii. The Policy Connect is a not-for profit enterprise, with all finances generated by the group expended on APPCOG's own activities and administration.
 - iii. Policy Connect presents itemised annual accounts to the Officers of APPCOG at the AGM.
 - iv. All monies and other benefits received by Policy Connect on behalf of APPCOG, and the source from which they were received, are declared on Group's entry on the Register of All-Party Groups. Funding is declared annually, with all monies declared within a month of receipt.

- e. The above arrangement allows the group to share administrative and accommodation costs with other similar organisations, and acts as a safeguard to the financial liabilities of APPCOG's Officers.

Other organisations

14. Where possible and appropriate, other relevant organisations are invited to participate in Group meetings and resources.
 - a. Internal to Westminster, APPCOG meetings and resources are open to other Parliamentary bodies such as Committee and Parliamentary Office staff, the House of Commons and Lords Libraries, and the research staff of all Parliamentarians.
 - b. External to Westminster, representatives from industry, charity and voluntary sector agencies and other relevant organisations are invited to attend meetings at which their contribution is of relevance to the subject area.
 - i. In order to comply with security and room booking regulations of the Palace of Westminster, attendance at meetings must be by invitation of the Group.

Endorsement

15. This code of governance is endorsed by the Officers of APPCOG, representing an agreement on how the group operates and is administered.
16. Copies of the code are signed individually by representatives from the parliamentary Officers and are available for inspection upon demand. A copy of the text of the code of governance is also made available on the Group's website.