



Code of Governance

Overview

1. The Associate Parliamentary Sustainable Resource Group Code of Governance is an agreement between the Officers and Members of the Group on the rules under which APSRG operates and is administered. The document is signed by each Officer and a copy is made publicly available on the APSRG website. 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.

Parliamentary

2. The Associate Parliamentary Sustainable Resource Group (APSRG) 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 official booklet of all-party groups compiled by the Office of the Parliamentary Commissioner for Standards.
3. APSRG exists in order to help parliamentarians fully engage with developments in sustainable waste and waste management at both local and national level.
4. APSRG is open to members of all parties and both Houses.
5. The group must have a minimum parliamentary membership of at least 20 'qualifying' members at any one time, 10 of which must be from the party of Government, and 10 from other parties. The parliamentary membership does not have an upper limit. No membership subscription fee is charged of parliamentary members of the Group.
6. The agenda of APSRG 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.
7. The Officers of APSRG have executive authority over the group.
8. APSRG is also comprised of two non-parliamentary elements: an associate membership of companies working in the waste and resource sector, and an independent advisory board of senior figures from central government, local government, the private sector and academic institutions.

Associate Membership

9. The associate membership is open to non-Parliamentary organisations.
 - a. Membership subscriptions from these organisations provide an independent source of funding that allows APSRG to maintain a full-time secretariat and run a regular meeting programme.
 - b. The associate membership of the group is balanced to ensure that all stakeholders in the waste and sustainable resource industry are represented.
 - c. The associate membership also offers the group a useful insight into present developments and the views of the waste and resource sector on sustainable resource management.
 - i. Member organisations are invited to send up to two representatives to all group meetings and registered to receive all official group correspondence.



- ii. At meetings, associate members are asked to participate actively in discussions, whilst recognising that the APSRG is intended as a means of disseminating impartial information and that Parliamentarians have priority in their contributions.
- iii. The Officers meet with the collective associate membership and the advisory board over the year in order to develop a programme that reflects the latest developments in sustainable waste and resource management.
- iv. Associate members are also invited to support additional resources and meetings that fall outside the standard programme.

Secretariat

10. APSRG is administered by a full time secretariat, responsible for executing the programme and activities of the group agreed by the Officers.
11. The secretariat and other administrative services are provided to APSRG 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 APSRG are administered as follows:
 - i. Annual membership subscriptions and any additional sponsorship from associate members of APSRG are received by Policy Connect Sustainable Resource Forum on behalf of APSRG, and used exclusively to cover all overheads and running costs of the group.
 - ii. The Policy Connect Sustainable Resource Forum is a not-for profit enterprise, with all finances generated by the group expended on APSRG's own activities and administration.
 - iii. Policy Connect Sustainable Resource Forum presents itemised annual accounts to the Treasurer and Officers of APSRG at the AGM.
 - iv. All monies and other benefits received by Policy Connect Sustainable Resource Forum on behalf of APSRG, and the source from which they were received, are declared on Group's entry on the Register of All-Party Groups. Membership subscriptions should be declared annually, and all monies should be 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 the APSRG's parliamentary Officers.

Other organisations

12. Where possible and appropriate, other relevant organisations are invited to participate in Group meetings and resources.



- a. Internal to Westminster, APSRG meetings and resources are open to other Parliamentary bodies such as Committee and Parliamentary Office staff, the House of Commons and Lords Libraries, and Member's own research staff.
- b. External to Westminster, representatives from 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

13. This code of governance is endorsed by the Officers of the APSRG, representing an agreement on how the group operates and is administered.
14. 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.