

APPCOG Annual General Meeting 2018 Minutes

20th November, 2pm, Room 0, Portcullis House

In attendance: Barry Sheerman MP, Liz Twist MP, Eddie Hughes MP, Jim Fitzpatrick MP, Fiona Bruce MP, Khalid Mahmood MP, and Alex Cunningham MP.

1. Appointment of Officers

The following officers were appointed:

Chair & Registered Contact	Barry Sheerman	Labour (Coop)
Co-Chair	Baroness Finlay of Llandaff	Crossbench
Officer	Alex Cunningham	Labour
Officer	Eddie Hughes	Conservative
Officer	Ian C. Lucas	Labour
Officer	Baroness Maddock	Liberal Democrats
Officer	John McNally	SNP
Officer	Maria Miller	Conservative
Officer	Luke Pollard	Labour
Officer	Jim Shannon	DUP
Officer	Liz Twist	Labour

2. Approval of income and expenditure statement

The financial statement was approved.

Period covered by this statement: 5 September 2017 – 4 September 2018

A. Balance brought forward from previous year:	0
B. Income received during the year:	
i. Membership subscriptions (parliamentarians)	0
ii. Monetary donations (including external subscriptions and	0

sponsorship)	
iii. Trading income	0
iv. Interest received	0
v. Other (please explain)	£101,696 (in kind for secretariat services)
TOTAL income	£101,636
C. Expenditure during the year:	
i. Employment costs (salaries, NI, pensions costs)	£36,796
ii. Costs of contractors and freelance staff	0
iii. Visits and events (UK)	£11,583
iv. Visits and events (abroad)	0
v. Cost of generating income	0
vi. Office and communications costs	£53,257
vii. Other (please explain)	0
TOTAL expenditure	£101,636
D. Balance carried forward (A+ total B-total C)	
	0
E. Value of benefits in kind received from each source during the reporting year (in bands of up to £1,500; £1,501-£3,000; £3,001 to £4,500; £4,501 to £6,000 etc)	
	£100,501 – 102,000

3. Appointment of Policy Connect as Data Processors

The following motion was approved in relation to General Data Protection Regulation (GDPR):

‘The officers of the All-Party Parliamentary Carbon Monoxide Group (APPCOG) agree for Policy Connect, in its role as provider of secretariat services to the APPCOG, to act as a data processor for all personal information related to the operation of the APPCOG. Policy Connect is fully compliant with the latest GDPR legislation and has a publicly available privacy statement on the Policy Connect website.’

4. Approval of new Advisory Board Terms of Reference

The following motion was approved in relation to the Advisory Board:

‘The officers of the All-Party Parliamentary Carbon Monoxide Group (APPCOG) approve the proposed changes to the APPCOG Advisory Board. Copies of the Advisory Board’s Terms of Reference can be found by contacting the APPCOG’s public enquiry point.’

Background information:

As a matter of good governance, the APPCOG secretariat reviews all Terms of Reference on a regular basis (once a year). The most recent review took place in Summer 2018. The secretariat made small amendments to the Terms of Reference for the three Working Groups (COMed, Comms and CO+ SciTech). However, it was felt that more significant changes were needed for the Advisory Board and Stakeholder Forum.

These proposed changes have been agreed by the current Advisory Board, and the relevant sub-groups have been informed. Following approval from the APPCOG AGM on the 20th November, any changes will take place from January 2019.

Proposed changes to the Advisory Board

It is proposed that the Advisory Board is expanded to encompass both Parliamentary Members of the APPCOG and industry experts (as described in section 2.a of the Advisory Board Terms of Reference), rather than just industry experts (as it is currently).

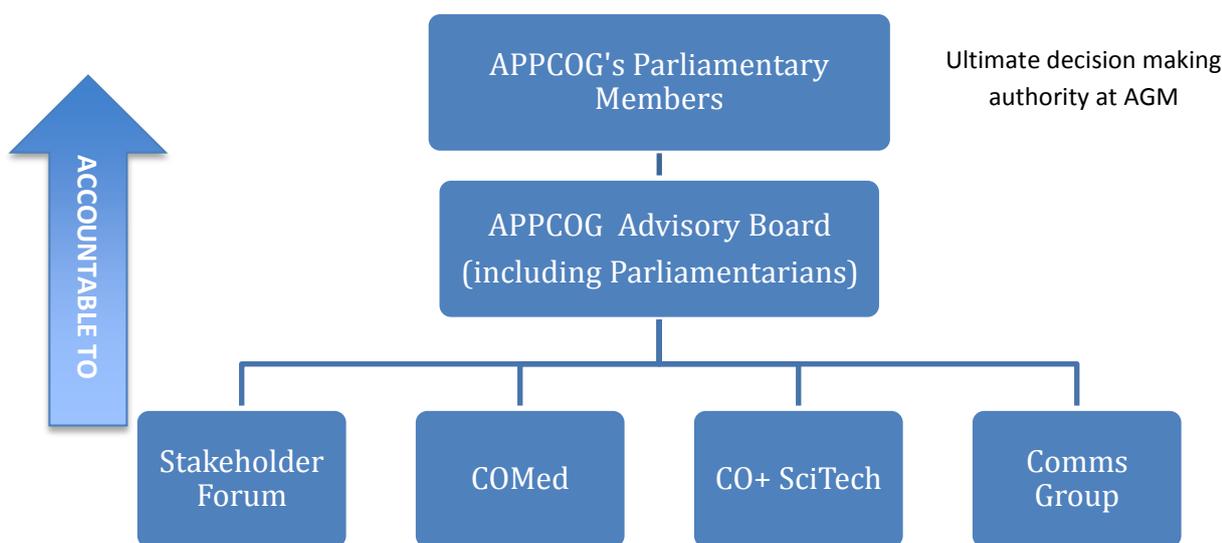
The purpose of the Advisory Board will no longer be to guide the work of the Stakeholder Forum (which does not undertake its own work, and is more of a space for wider industry discussion). Instead the Advisory Board will take increased responsibility for guiding the work of the entire APPCOG, facilitated by more efficient information flow from the Working Groups.

In the proposed new APPCOG meeting cycle, the Advisory Board will meet after the Stakeholder Forum, and all the Working Groups have met. This ensures that the discussions which take place in Working Groups and the Forum can feed into the Advisory Board, and therefore discussion on the focus of the APPCOG’s work is as informed as possible.

The Advisory Board will be chaired by a Parliamentarian member of the APPCOG (on a rotating basis if appropriate), who will be supported by a non-Parliamentarian Vice-Chair. The Vice-Chair is a non-rotating role and will be held by the Chair of the Stakeholder Forum.

APPCOG Parliamentary Officers and Members will be invited to attend all Advisory Board meetings, which will take place on the Parliamentary Estate, although we appreciate the constraints on Parliamentarians’ time. Associate Members of the APPCOG will be invited to sit on the Advisory Board, along with chairs of the APPCOG Sub-Groups. The Advisory Board will meet 3 times a year.

Structure of the APPCOG



5. APPCOG Proposed Workplan January – June 2019 – FOR INFORMATION AND DISCUSSION

The following proposed workplan was discussed and agreed (dependent on funding). Due to the proposed changes to the Advisory Board, the APPCOG's workplan is only set until June 2019. We anticipate the new Advisory Board will take a more active role in shaping the workplan from July 2019 onwards. Within this January – June 2019 period we have five main focuses:

a) MHCLG's review of CO alarm requirements

The Ministry for Housing, Communities and Local Government's decision on their review of CO alarm requirements is expected in January 2019. The APPCOG will serve as a focal point for industry response to this, as well as any consultation on proposed changes following the review.

b) CO's impact on the brain and mental health

Working with our COMed Working Group, we are planning a roundtable titled: 'The Brain and CO: The impacts of carbon monoxide poisoning on mental health and wellbeing' for mid-January. This event will bring together parliamentarians with an interest in mental health, acquired brain injury and CO with medical and healthcare experts.

The aim of this event is to identify: what do we currently know about CO's impact on the brain and mental health; what further work needs to be done to research CO's impact on the brain and mental health; and what are the next steps in developing and improving protocols around diagnosis and treatment of cognitive and neurobehavioral changes post-CO poisoning.

c) CO, Fuel Poverty and Ofgem.

Following on from a parliamentary roundtable on the 23rd October 2018 looking at Vulnerability, Fuel Poverty and CO, Policy Connect is currently scoping out the possibility of carrying out a small inquiry at the beginning of 2019. This inquiry would explore the role of regulation and targets on the Gas Distribution Networks (GDNs) play in reducing the risk of fuel poverty and CO amongst their customers. This will tie in with Ofgem's consultation period on the RIIO-GD2 regulations which govern the GDN's licences.

d) CO and the sharing economy: what protections are there for those booking accommodation through direct-booking sites?

We'll be reaching out to the APPG on Tourism and Leisure about the possibility of some follow up work to their report on the Sharing Economy which highlighted the risks of direct booking sites and a lack of clarity on health and safety regulations, including CO alarms and gas safety certificates.

e) CO safety at festivals

We're looking to use our gathering power to bring together the CO industry and festivals providers (both of which we have existing relationships with) to improve the effectiveness of ensure that CO safety at festival messaging in 2019.

- f)** The chair also asked the Secretariat to set up a meeting for the APPCOG with those from the insurance industry looking at CO safety provisions.