

All Party Parliamentary Manufacturing Group

Terms of Reference

Overview

1. The APMG Code of Governance is an agreement between the Officers, Manufacturing Commission and Members of the Group on the rules under which the APMG operates and is administered. A copy is made publicly available on the 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.
2. The **APMG** is committed to ensuring its activities and funding are entirely transparent. The **APMG** is funded through a combination of core funding from **membership** and ad hoc sponsorship of particular events and research, all of which is declared on the official Parliamentary Register of All-Party Groups [\[LINK\]](#). The **APMG** does not endorse, support or campaign on behalf of one organisation. Rather, it campaigns for evidence based policy development in **Manufacturing**. The group operates according to a strict Code of Governance, and its work is driven by its Parliamentary Officers.
3. The secretariat services are provided by Policy Connect, a membership-based cross-Party think tank with an extensive network of parliamentary groups, research commissions, forums and campaigns working to inform and improve UK public policy. Policy Connect is committed to upholding the principle of transparency in UK parliamentary and public affairs and welcomes any questions you may have on its work and activities. Further details on this are provided below.

Parliamentary membership

4. The **APMG** is an all-party parliamentary subject group on the approved list of all-party parliamentary groups, and abides by the rules and guidelines as laid down in the official booklet of all-party parliamentary groups compiled by the Office of the Parliamentary Commissioner for Standards.
5. The **APMG** exists in order to help parliamentarians fully engage with **manufacturing policy**.
6. The **APMG** is open to members of all parties and both Houses.
7. The group must have a minimum parliamentary membership of at least 4 ‘qualifying’ members at any one time. Each of the group’s Officers must be an MP or Peer and must be elected at the AGM. At least two of the group’s Officers (including the Chair, who must also be the **[group’s]** Registered Contact), must be MPs. At least one officer must be from the government party or parties and at least one from the main opposition party. Peers may be appointed to any position except for that of Chair and Registered Contact. The parliamentary membership does not have an upper limit. No membership subscription fee is charged of parliamentary members of the Group.
8. The agenda of the **APMG** is set by the group’s Officers, in accordance with Article 18 (d) of the Guide to the Rules on All-Party Parliamentary Groups (March 2015). Members will be able to

provide feedback to Parliamentary Officers but will have no executive decision-making powers over the content of the programme. Officers are elected annually at the AGM, which is open to all parliamentarians. Only parliamentarians have voting rights at the AGM.

9. The Officers have executive authority over the group. Officers usually take the following positions:
 - a. (Co-)Chair – with (shared) overall responsibility for group
 - b. Secretary – responsible for coordinating group secretariat and for administration of official notices, correspondence and membership lists.

Non-parliamentary membership

10. The membership is open to non-parliamentary organisations.
11. Membership subscriptions from these organisations provide a source of funding that allows **APMG** to maintain a secretariat. The secretariat will facilitate the running of a regular meeting programme, parliamentary work and support information distribution such as the website.
12. The Membership also offers the group a useful insight into present developments and the views of the relevant sectors.
13. Member organisations are invited to send representatives to all group meetings and are registered to receive all official group correspondence.
14. At meetings, members are asked to participate actively in discussions, whilst recognising that the **APMG** is intended as a means of disseminating impartial information and that parliamentarians have priority in their contributions.
15. Members are also invited to sponsor additional resources, research or meetings that fall outside the standard programme. No editorial influence is conferred by such sponsorship.

Secretariat

16. The **APMG** is administered by the **Industry, Technology and Innovation team** at Policy Connect **full time** responsible for executing the programme and activities of the group agreed by the Officers.
17. The secretariat and other administrative services are provided by Policy Connect.
 - a. Policy Connect is a membership-based, not-for-profit cross-Party think tank working to inform, influence and improve UK public policy development and delivery. It leads and manages an extensive network of parliamentary groups, research commissions, forums and campaigns working to bring together public and private sector with parliamentarians and leading experts on important issues. Policy Connect provides support services to a number of parliamentary groups and initiatives.
 - b. Secretarial and other administrative services include provision of: management staff; project and event management; shared costs of telephone, IT, web and email hosting; financial services; and shared office space.

18. The finances are administered as follows:
 - a. Annual membership subscriptions and any additional sponsorship for the [NAME] are managed by Policy Connect. Policy Connect prepares annual accounts which are externally audited and published at Companies House. The work of Policy Connect is overseen by a separate scrutiny committee to ensure governance of the use of funds, and chaired by parliamentarians. Please find more information on Policy Connect's financial governance arrangements here: <http://www.policyconnect.org.uk/policy-connect-financial-governance>
 - b. The group shares administrative and accommodation costs with other Policy Connect groups.
19. The above arrangement acts as a safeguard to the financial liabilities of the Parliamentary Officers.

Other organisations

20. Where possible and appropriate, other relevant organisations are invited to participate in meetings and resources.
 - a. Internal to Westminster, 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.
 - c. **Attendance at meetings must be by invitation of and response to the APMG.**

Endorsement

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

Annex: Our values and code of governance

1. Policy Connect is a not-for-profit think tank and social enterprise who receives financial support from a wide range of organisations including charities, NGOs, education and learning institutions, and small, medium and large corporate businesses. All of these organisations believe that cross party discourse between Parliamentarians, Government, business and academia is desirable for developing considered, evidence-based policy that helps improve citizens' lives.
2. Policy Connect is committed to ensuring the highest level of transparency with respect to its work with policy-makers and, particularly, regarding its engagement with Ministers and Permanent Secretaries as mandated in the [Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Act 2014](#). Policy Connect therefore maintains an entry on the [Register of Consultant Lobbyists](#). By becoming a Policy Connect member and signing this Membership Agreement, you agree to be listed on Policy Connect's public profile on the Register website alongside the other roughly 250 Policy Connect member organisations, as well as on Policy Connect's own website which sets out our funders in funding bands, to assist with transparency and trust.

3. By becoming a Policy Connect member you commit to the Policy Connect [ethical standards](#), our [Safe Spaces policy](#) and our [Privacy Policy](#).