

CODE OF GOVERNANCE

Overview

1. The Code of Governance is an agreement between the WSBF Secretariat and its members on the rules under which the WSBF operates and is administered. A copy of this document is made available on the group's website.
2. The WSBF is an independent not-for-profit group, which seeks to promote effective sustainability policy and practice in the UK. The WSBF aims to foster relationships and facilitate dialogue between government ministers, key Parliamentarians, and senior business leaders from the public, private, and third sectors on important and policy-relevant sustainability issues.
3. The WSBF is a cross-party group, which gives equal opportunity for all parliamentary political parties to participate in its activities.
4. The WSBF is an independently administrated unit of Policy Connect, a not-for-profit social enterprise dedicated to stimulating positive change in the UK by generating dialogue and understanding between key stakeholders on important issues in the areas of design & manufacturing; health and home safety; education & skills; and sustainability.

Advisory Board

5. The WSBF has an Advisory Board made up of parliamentarians from all main political parties as well as senior civil servants. The Board examines, advises and discusses the merits, outputs and any potential barriers to core WSBF activity, including the WSBF's research inquiries and events programme.
6. In the event of a member of the Advisory Board stepping down from their position or a policy area that the WSBF works in is identified as not being adequately covered by the expertise of the Board, a new Board member will be suggested by the Board based on their suitability for the role.
7. The current WSBF Advisory Board membership is available on the WSBF's website (<http://www.policyconnect.org.uk/wsbf>).

Membership

8. Membership of the WSBF is open to non-parliamentary organisations and businesses with an interest in built environment policy.
9. Contributions from these organisations provide a source of funding that allows the WSBF to maintain a full-time secretariat, to run regular events and to support independent research projects and inquiries.

Meetings and Events

10. All members of the WSBF are invited to take part in the programme of regular events. Participation in these events is allocated on a first-come, first-served basis and is in the first instance limited to one place per member. Please see below for meetings that relate specifically to inquiries.
11. When appropriate, WSBF members will be invited to events and receptions hosted by other Policy Connect groups.
12. Members of the WSBF are encouraged to make suggestions on issues to be covered by the Group's events and research programme. The Secretariat will consider these proposals in drafting its provisional work programme, which is then scrutinised and challenged by the Advisory Board. A final programme, agreed between the Secretariat and the Advisory Board, is taken forward by the Secretariat.
13. Members are occasionally invited to formally speak at WSBF meetings and events. Membership does not, however, entitle any member to formally speak at a WSBF meeting unless specifically invited to do so.
14. Sponsorship for WSBF events will be sought from members and other organisations. Sponsorship never confers any control over the activity in question.
15. Where possible and appropriate, organisations that are not members of the WSBF are invited to participate in specific meetings.
16. Attendance at any meetings must be by invitation from and response to the WSBF.

Inquiries

17. WSBF undertakes policy inquiries on policy topics related to the built environment.
18. Inquiries are led by an independent chair (or chairs) and supported and advised by a steering group.
19. Membership of the Steering Group is at the joint discretion of the WSBF Secretariat and the independent inquiry chair(s).
20. WSBF members who are not part of the steering group for a specific inquiry will still be invited to provide input on said inquiry and will be invited to take part in activities and events associated with the inquiry.
21. When appropriate, additional experts are invited to take part in the steering group of an inquiry.
22. Final editorial control resides with the WSBF inquiry chair(s).
23. Sponsorship of the WSBF inquiries will be sought from members and other organisations. Sponsorship never confers any control over the activity in question.

Secretariat

24. The WSBF is administered by a full time secretariat, responsible for executing the programme of activities.
25. The secretariat and other administrative services are provided to the WSBF by Policy Connect.
 - a. Policy Connect is a not-for-profit social enterprise dedicated to stimulating positive change in the UK by generating dialogue and building understanding between key stakeholders on important issues. More information is available on: <http://www.policyconnect.org.uk/>
 - b. The WSBF Secretariat are employees of Policy Connect. The secretariat is sometimes supported by interns who are paid the London Living Wage and volunteers undertaking work experience. Interns and work experience volunteers are managed by the WSBF Secretariat. Policy Connect also employs a central team which provides administrative services to the organisation such as telephone, IT, web and email hosting; financial services and office space.
 - c. Policy Connect does not set the group's agenda or programme.
 - d. The finances of the WSBF are administered as follows:
 - i. Annual membership subscriptions and any additional sponsorship for the WSBF are managed by Policy Connect. Policy Connect prepares annual accounts which are externally audited. The work of Policy Connect is overseen by a separate scrutiny committee to ensure governance of the use of funds.
 - ii. The above arrangement allows the group to share administrative and accommodation costs with other Policy Connect groups.

Endorsement

26. This code of governance is endorsed by the staff and members of the WSBF, representing an agreement on how the Forum operates and is administered.
27. Copies of the code are sent to each member of the group, and are available on the [Group's website](#).