



Policy and Legislation Working Group – Terms of Reference

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1. Introduction

Thank you for joining the Policy and Legislation Working Group at the Institute for Social Value (ISV). This group contributes to ISV's mission to advance social value in the UK by:

- Informing, developing and strengthening ISV's broader policy goals
- Providing expert input and evidence from practice in relation to overarching social value policy discussions
- Staying abreast of key policy and social value developments, and help co-ordinate ISV's response

Your input will help inform policy, practice, and collaboration across sectors.

2. Purpose of Working Groups

ISV Working Groups bring together members to help shape thinking, policy, and partnerships in key thematic areas. They are a space for sharing expertise, developing joint work, and progressing ISV's strategic aims.

3. Scope and Responsibilities

The Policy and Legislation Working Group will:

- Guide ISV activity and priorities in the area of policy and legislation

- Monitor developments relevant to this area and help coordinate ISV's response
- Support the production of campaigns, research, policy recommendations, events, or communications
- Collaborate with other ISV groups on shared priorities
- Champion integrity, transparency, and inclusion

Group members will:

- Participate actively in meetings
- Carry out agreed follow-up actions
- Bring relevant knowledge and perspectives to discussions
- Respect confidentiality and the organisation's values

4. Structure and Leadership

- The group will be co-chaired by rotating members of the group, Co-Chairs will sit on the Institute for Social Value Council
- Chris Jones will act as the ISV Strategic Lead, ensuring alignment with ISV's wider strategy
- Co-chairs will lead meetings and help shape agendas
- Sub-groups may be formed to focus on particular projects

5. Meetings and Communication

- Regular monthly virtual meetings, with additional sessions as needed
- One in-person annual session (subject to funding and availability)
- Agendas and joining details will be circulated in advance
- Notes and action points will be shared after each meeting
- Ongoing discussion may take place via Slack.

6. Collaboration

- The Policy and Legislation Working Group may work closely with other groups such as e.g. the Advocacy Working Group to support cross-cutting initiatives
- Joint projects or meetings may be arranged where aims align

7. Support and Resources

- Induction session and ad-hoc training will be offered
- Administrative and communications support will be provided by ISV staff
- Reasonable travel or participation expenses will be reimbursed
- Members may be invited to represent ISV in public, with prior approval

8. Conduct and Participation

All members are expected to uphold the ISV:

- Code of Conduct
- Conflicts of Interest Policy
- Safeguarding Policy
- Data Protection Policy
- Social Media Policy

These documents will be provided upon joining and are available on request.

9. Time Commitment

Involvement includes:

- One core monthly meeting (60–90 minutes)
- Reading and preparation for meetings
- Participation in project work or sub-groups as relevant
- Occasional additional meetings or events

10. Review and Evaluation

- These Terms of Reference will be reviewed yearly
- Group effectiveness will be monitored as part of ISV's governance
- Feedback is welcomed at any time

11. Contact and Support

If you need help with access, participation, or have any queries about this group, please contact:

ISV Secretariat – christopher.jones@socialvalueuk.org