



# SPF Committee Membership Information Pack

Open Call for Prospectus Committee Members  
starting 2025

# Open Call



This information pack provides everything you need to know about joining an SPF committee or working group.

You can apply for the following committees:

- **Commercial Real Estate**
- **Property Taxation**
- **Planning and Development**
- **Residential Investment Management**
- **Sustainability and Building Design**
- **Business Rates working group**
- **Heritage Working Group**
- **Purpose Built Student Accommodation**

# What if I am a BPF Futures member?

We welcome applicants of varying degrees of experience and actively encourage BPF Futures members to apply!

As part of our efforts to increase diversity in our policy work and provide more opportunities for all members to engage, we are looking for BPF Futures members to join our committees as well.

Last year, we successfully onboarded 11 new BPF Futures committee members.



## Become an Associate Committee Member



You can also become an associate committee member if the main committee is full or if another colleague from your organisation already holds a seat.

As an associate committee member, you would receive relevant policy updates and have the opportunity to attend meetings in place of your organisation's main representative.

In the application form, you can choose what committee you would like to be an associate committee member of.

# How do I express my interest?



We want to make this open call as easy as possible and therefore administratively light.

1. Your organisation **must** be a member of the SPF/BPF.
2. Demand for places means we can only accept one member **per organisation** on any committee/working group.

3. Remember that it will involve a **time-commitment** of around **three** meetings a year and some time consumed reading papers and participating between meetings. You may have colleagues who participate in our committees, and it may be worth speaking to them about their experiences.
4. Complete the [application form](#), providing contact details and a no-more-than 200-word explanation of why you want to join a committee/working group and what you think you will bring?

# Timeline



**11 November**

Open call for members to apply to join SPF committees

**16 December**

Expressions of interest deadline

**Start of January**

Candidates informed

**End of January**

Successful candidates to join the committees/working groups

# Our Principles and Values



Becoming a committee member brings expectations that you will act as an **ambassador** for the sector, abide by our Statement of Principles, and promote our values:

- A positive work environment
- Excellence and professionalism
- Collaboration and teamwork
- Integrity and honesty
- Creativity and curiosity

Our approach to policymaking is very much to be seen as a partner, working with the Government and other stakeholders, to affect positive change. Our work is **apolitical**, so we do not promote one political party over others –we seek to get on with all of them. That does not mean we will always agree with politicians or other stakeholders, but our job is to ensure they make the **best decisions** that impact our sector through the education, information, and evidence we can provide. There is therefore an expectation that Committee members will keep sometimes very sensitive information gleaned through SPF confidential, and reflecting our apolitical stance, not use it for political purposes.

# Our policy work



- A major part of our work is **policy**. We are advocates for the industry with a range of external stakeholders, which include the Scottish government, local authorities, and a wide range of other stakeholder bodies. We also seek to promote and protect the **image of the sector** with opinion-formers and the public.
- Our policy work relies heavily on the **expertise and energy** we can draw on within our membership. Committees are our **window to the sector**, helping us understand what is going on, changes taking place, what might help or hinder the sector, and what the future might look like?





## About our committee work



# About our committee work



- Committees meet regularly. Typically, quarterly, and this can be online, or face to face at SPF or members' premises usually in Edinburgh or Glasgow. Occasionally, some of our committees will be held in other parts of Scotland. By joining a committee, you would be making a commitment to attend most committee meetings.
- A lot of committee work, however, also takes place between meetings. Committees act as a sounding board for consultation, formal and informal, with us and Government. Committees are also our eyes and ears, flagging important changes we may want to explore further or raise with Government. We use our committees to also help shape our more proactive work too projects than might centre around specific research, or campaigns. Sometimes we will set up a sub-group of committee members to focus on a specific project

## What happens at committee meetings?

- The key people who arrange our committee work are SPF staff, and the specific committee **Chair** and **Vice Chair**.
- A member of staff will act as secretary to the committee and arrange its administration. Committee papers and other information are distributed via the MySPF portal.
- The Committee Chair and Vice Chair are appointed by the SPF. They chair committee meetings and play an important role in deciding in collaboration with the committee secretary the meeting agendas and overall work programme for their committee.

# What happens at committee meetings?



- Meetings will normally start with a **market update**. There will then be a short review of the previous meetings, its minutes, follow up actions, and any matters arising.
- The substantive part of the meeting will generally look at two or three **burning issues**. These can be covered in papers, presentations, or by inviting guest speakers.
- The meeting will generally end with an opportunity for members to raise any other business. Some committees will then simply depart. Others arrange networking opportunities to mix with fellow committee members more informally.



**Why become a committee member?**



## Why become a committee member?



- Our committees are an excellent way to **deepen your understanding** of the sector you work in.
- Committees offer great networking opportunities. Membership often means you are also getting access to **information**, from the likes of Government, long before your peers.
- It can also be a good way to raise your personal **profile** and be seen as an industry expert and leader.
- Moving beyond the personal, you are also helping to **shape the sector** we all work in, how it goes about its business, and making its voice heard.

# What makes a good committee member?



Committee members must take considered views about how to achieve outcomes.

- They therefore need to think tactically, and sometimes it requires compromise and consensus-building. It also means sometimes being innovative and thinking outside the box. Our work requires very clear communication of what can be complex issues.
- We want people who are therefore knowledgeable about their part of the sector and subject of the committee. People who are also prepared to see through the lens of those outside the sector. We want people who will bring **energy and curiosity** to our policy work. Our committee members will often have strong views, but they must also be respectful of others.

## Next Steps

We have far more demand for committee places than we are able to offer. If you are unsuccessful, please don't take it personally. It won't be!



- We take account of the breadth of our sector. We generally aim for a majority of principals on committees as the representative body for the property investment sector. We also want to get a good mix of expertise and skills drawing from the various sectors that support our sector.
- The secretary will lead the process of considering expressions of interest in dialogue with their committee chair and vice-chair.
- If your expression of interest is successful, our aim is to ensure you are invited to join your chosen committee by the end of January 2025.



# Other ways to get involved

## Policy Pulse meetings and MySPF



If your expression of interest is unsuccessful, you will be added to a reserve list from which we will draw first, if any existing committee members resign in the relevant period.

Regardless of whether your expression of interest is successful or not there are other ways to get involved in our work:

- Why not join our monthly policy pulse meetings?
  - These provide an opportunity to hear about our priority areas of policy and communications work. Contact SPF if you would like to participate: [spf@bpf.org.uk](mailto:spf@bpf.org.uk).
- Are you signed up to MySPF, SPF Weekly Update or our monthly newsletter Voice?
  - The former will allow you to set up a dashboard of preferences and therefore tailor your membership to your needs. The weekly and monthly newsletter is a handy summary of our work and more generally what is impacting the policy world of our sector.
- Write for us! Would you like to raise an issue? We are keen to showcase a variety of industry topics.
  - If you would like to write in our monthly Voice news update, please get in touch with [spf@bpf.org.uk](mailto:spf@bpf.org.uk).

## In Summary

Thank you for your interest!



- If you have any questions, please contact the SPF team : [spf@bpf.org.uk](mailto:spf@bpf.org.uk)
- You can apply [here](#).
- Deadline for the applications **16 December 2024**



**Thank you**

[spf@bpf.org.uk](mailto:spf@bpf.org.uk)

