

London Recovery Board

Date of meeting: **4 June 2020**

Title of paper: **London Recovery Board Terms of Reference**

Presented by: **Niran Mothada, Executive Director, Strategy and Communications, GLA**

Classification: **Public**

1 Executive summary

- 1.1 This paper seeks the Board's endorsement of its proposed Terms of Reference and agreement of meeting arrangements to ensure transparency in its work.

2 Recommendations

- 2.1 That the Board:
- 1) endorses an option from those set out at Section 4 to determine the transparency of the Board's future operations; and
 - 2) approves the draft Terms of Reference attached at Appendix 1, which will be updated to reflect the chosen option referred to above.

3 Context and outcomes

- 3.1 To achieve its objectives, the Board will need to secure the active support and involvement of Londoners. This engagement will not be possible without trust, engendered by a genuine openness about the Board's work.
- 3.2 The Board's Terms of Reference will set out the framework within which the Board will operate, including its core membership and the minimum requirements for the proper conduct of meetings. This will provide structure for the Board's work as well as assuring Londoners of the Board's commitment to openness and transparency, enabling them better to engage with the Board's work and hold it to account.

4 Options for the conduct of meetings

Option 1 – Public minutes

- 4.1 Agendas and papers would be provided to members in advance of meetings, but not published. Meetings would be held in private but minutes would be published on the GLA's website following the meeting.

Option 2 – Public meeting materials

- 4.2 Agendas and papers to be published in advance of meetings on the GLA's website, with minutes published following the meeting. For both papers and minutes, only sensitive information (i.e. that which would likely be exempt from Freedom of Information requests) would be reserved from publication. This would be by

exception, for example if the Board needed to consider information that was commercially sensitive, legally privileged or under development for publication at a later date, and would not be expected to occur frequently. Meetings would not be webcast.

Option 3 – Part 1/Part 2 meetings

- 4.2 Agenda, papers and minutes to be organised as in option 2. Meetings would be split into a public and private session. The public (Part 1) session would be webcast live or recorded for upload to the GLA's website thereafter. Private (Part 2) sessions would only take place when required and by exception, on the same basis as that for reserving information from publication.

Option 4 – Fully public proceedings

- 4.3 Full agendas, papers and minutes to be published, with no reserved elements. Meetings to be webcast. Transcripts could be commissioned, if there is a demand. There would be no option for private discussion.

5 Equality comments

- 5.1 The Board's mission and objectives will explicitly address the need to reduce structural inequalities and promote a fairer, more inclusive London where positive relationships are fostered between those with protected characteristics and those without. The draft Terms of Reference stipulate that members must commit to ensuring London's diversity is reflected in all the Board's work.
- 5.2 Materials published online will be hosted on the Greater London Authority's website, in compliance with public sector accessibility regulations.

6 Next steps

- 6.1 The Board's secretariat will make arrangements for the conduct of meetings as determined by the Board, and for the publication of the agreed Terms of Reference.

Appendices:

Appendix 1 – London Recovery Board draft Terms of Reference.