

MAYOR OF LONDON

London Food Board – Terms of Reference

1. Context and purpose

The London Food Board (“the Board”) is a non-statutory group created to advise the Mayor of London and the Greater London Authority (GLA) on the implementation of programmes to meet the Mayor’s key priorities regarding food across the capital. These priorities include, but are not limited to: food poverty in the context of the cost of living crisis; jobs, growth and skills training associated with the food sector as London recovers from the COVID-19 pandemic; and the climate impacts of the food system.

The Board will provide intelligence across the broad agenda of food issues in London and build partnerships with the relevant GLA teams to advise on work undertaken with regard to London’s food system.

2. Membership and Terms of Appointment

The Chair and members will be appointed by the Mayor by virtue of their personal expertise or professional position to provide insight from across key sectors.

The Chair may propose other Board members over time as they consider will best further the purpose of the Board. The terms of all members’ appointments will be set out in writing to them at the time of their appointment.

Where a Board member is unable to attend a meeting, substitutions will not generally be permitted except by agreement of the Chair.

3. Subordinate bodies and related groups.

The Board may establish or dissolve permanent or time-limited sub-groups which assist in meeting its objectives. With the consent of the Chair, such groups may co-opt any independent persons with the relevant expertise to address the issues within the remit of these groups.

The Boroughs Food Group is independent of the Board but will be chaired by a Board member. This group is made up of local authority officers and organisations working on food.

4. Authority

The Mayor cannot delegate his statutory functions to the Board. The Board does not have authority to make formal decisions and can act only in an advisory role.

Recommendations and views expressed by the Board will be agreed by consensus, with no requirement for voting. If a Board member wishes, their dissent or objection can be recorded in the minutes of the relevant meeting.

These Terms of Reference shall come into force once approved by the Board and may be amended at any time by agreement of the Board.

5. Meeting arrangements and support

Meetings of the Board will be called by the Chair. The Board will meet approximately quarterly. Meetings may be held entirely virtually, with no physical venue specified.

The quorum for a meeting of the Board will be half the total number of Board members, rounded up to the next whole number. A member may be counted in the quorum if they are able to participate in the proceedings of the meeting by remote means and remain available throughout the discussion and decision for each item for which they are counted as part of the quorum.

The Lead Officer for the Board will be the Assistant Director, City Intelligence or their delegate. The Board will be supported by the GLA Secretariat.

6. Diversity

London's diversity is its biggest asset and the Mayor strives to reflect London's diversity in all appointments. As part of their duties, members are required to ensure that the diversity of London's communities and economy is reflected in the Board's work. All reports presented to the Board will include details of how equality issues have been considered in accordance with the Public Sector Equality Duty.

7. Transparency

The Mayor is committed to making the work of this Board transparent. Agendas and papers will be provided to members in advance of meetings and, wherever possible, be published on the GLA's website in advance of meetings (except in those cases where officers reasonably consider that information contained in the reports may be exempt from disclosure under an applicable exemption under the Freedom of Information Act 2000). Minutes of the meetings of the Board will be published wherever possible within 10 working days following each meeting.

When undertaking work on behalf of the Board, members are required to agree to comply with their Terms of Appointment and other guidance provided by the GLA's Monitoring Officer, to register and declare all relevant interests and to seek advice from officers on any issue where a conflict of interest is or may be arising.