

London Music Board

Terms of Reference, April 2017

Background

The music industry is valued at £4.1 billion in the UK and London is the epicentre of this industry. The capital is home to world leading musicians, music businesses and music educators. These are the people and organisations that have created an industry that makes our city a thrilling place for people to live, work and study. Visitors also come specifically for London's music. Music tourism contribute nearly £1 billion every year to the capital's economy.

There are however challenges at grassroots level that threaten to undermine London's place as a global capital of music. Some of these were explained in the Rescue Plan for London's Grassroots Music Venues (Oct 2015). The Rescue Plan recommended the creation of the London Music Board, the appointment of a Night Czar. These recommendation have been enacted by the Mayor and significant progress has been made on in planning, licensing and tourism and fiscal policy, including the introduce the Agent of Change principle to ensure that music venues are not put at risk by residential development.

The Mayor wants to continue the work of the London Music Board and expand its remit to address challenges at the grassroots of London's music scene. Working with the new Night Czar, he wants to implement initiatives to: protect London's music infrastructure; support musical talent; encourage music to thrive in London's schools, communities and public spaces; champion London as the global music capital; and unlock the potential of London's music history and heritage.

Mission

The mission of the London Music Board ('the Board') is to champion London's music scene, protect and promote music at grassroots level and re-claim London's place as the world's leading music city.

Priorities

From April 2017, the Board the address four key objectives: Supporting grassroots music venues; supporting young people and music education; fostering communities and talent and developing; London Music Month and music tourism.

Young people and education

- Further engage with London's Music Education Hubs and develop closer links with the music industry, in partnership with Music Mark and Arts Council England
- Support the Mayor's Music Fund and develop closer links with the music industry
- Raise awareness of the importance of quality music education in London's schools and champion the role music in education with head teachers, musicians and educators
- Support the development of more apprenticeships and training schemes in music performance, the music business and music education

Talent and communities

- Support the development of Busk In London and embed it within the music industry and local authorities
- Champion the diversity of London's music scene, the many music communities that exist around the capital and the music and artists that have taken root in London
- Champion community music activity such as the many borough festivals that take place across the capital
- Promote fairness, access and diversity in London's music scene and champion initiatives such as the Musicians' Union Fairplay scheme, Busk in London's Buskers' Code, PRS for Music's Women in Music programme, Attitude is Everything and the FanFair Alliance.

Music venues and infrastructure

- Continue to map and economically assess London's grassroots music venues and other education and community music infrastructure as appropriate
- Explore ways to increase the resilience and sustainability of grassroots music venues, including:
 - a. addressing the challenge of business rates increases from April 2017
 - b. work with the police and councils to ensure the safety of London's venues
 - c. reducing licensing restrictions on grassroots music venues where possible
 - d. helping venues to increase audiences through partnership schemes
- Support local authorities, developers and communities to protect existing music spaces and create new music venues and workspace.
- Implement the Agent of Change principle in London
- Champion the importance of diversity at all levels of London's music sector

Music tourism and London's profile as a global music city

- Increase the profile of London's rich, but hidden, music heritage
- Lead the research and development of London Music Month
- Work with London and Partners (the Mayor of London's official promotional agency) and existing tourism initiatives involving music in London
- Develop links with key international partners and cities

Membership

The Board will bring together a wide range of people with proven leadership ability and influence. Members will have complementary skills and expertise and work across some or all of the following fields:

London government	Disability-led music organisations
London's local authorities	Pro-culture property developers
Recorded music industry	Night time economy specialists
Artists, DJs, producers	Public funders
Music publishers	Unions
Music managers	Music education hubs
Music agents	Schools
Booking agents	Youth music organisations
Major concerts and festivals	Community music organisations
Grassroots music venues	Further and higher education
Larger music venues	Research and analysis
Studios and rehearsal spaces	Tourism
London's diverse music genres	Music PR
Busking and street performance	Music journalism and media

The membership of the Board and any sub-groups set up by members will aim to represent the social diversity of London.

Additional members may be appointed at any time by the Chair in consultation with the Mayor.

Membership requirements

Members are required to attend meetings of the Board, which will take place approximately every two months.

Members will be asked to take an active role in sub-groups or lead working groups with others from their sector. The sub-groups may coordinate the delivery of particular programmes or to enable the Board to quickly develop a deep understanding of an issue and develop policy or programme recommendations.

The Board will determine its own programme of work, subject to compliance with these Terms of Reference and agreement with the Greater London Authority. Members will assist in developing the programme of work.

Members are asked to become champions in their own sectors for the work of the Board and for music in London. They will find opportunities to advance the mission of the Board via their networks.

Subject to their availability, Members may be invited by the Chair and the GLA to undertake the following activities on behalf of the Board:

- give public speeches
- participate in round-tables and panel discussions
- write or contribute to press articles and GLA publications
- give media interviews
- provide quotes for media activity

Where members are unable to attend Board meetings, delegates are not accepted without prior approval of the Chair.

The Board has no political affiliation and will not propose any recommendations or solutions related to political affiliation.

Administration and conduct of Board meetings

The Board will convene approximately every two months. The meetings will take place at City Hall, Queen Walk, London, SE1 or an alternative agreed location. All meetings will be held in accessible locations.

The agenda for each meeting will be set by the Chair. Members are encouraged to suggest agenda items for forthcoming meetings.

The GLA will distribute the previous meetings' minutes and agenda in advance of the meeting and all minutes and documentation will be published online.

All members must act professionally and lawfully, be punctual to meetings and announce all potential conflicts of interests in advance. In line with good governance and collaboration, all members will strive to be respectful, consensus-oriented, transparent and accountable.

All information discussed, received and communicated to the Board is to be treated as confidential, unless noted otherwise.

The Secretariat to the Board will be provided by the Greater London Authority or an individual or organisation appointed by the Greater London Authority.

Duration of membership

Members will be appointed until March 2018. Subject to the Mayor approving the continuation of the Board, members will then stand down. Members may be re-appointed by the Chair, in consultation with the Mayor.

Any member may resign by giving written notification to the Greater London Authority.

Membership may be terminated in the event that a member is unable to regularly attend meetings of the Board or breaches these Terms of Reference.

Remuneration

Membership of the Board is voluntary. Members cannot claim expenses and are not paid to attend board meetings, provide advice and comment, networking and providing introductions, representing the board or any other activity related to the work of the Board.

All required research to be commissioned by the Board, or any other activity which uses GLA funds, will be managed by the Secretariat and the GLA and be commissioned in line with the GLA and TFL's procurement policy. The scope of works is dependent on the budget secured.

No member shall therefore obtain any employment or other rights including (without limitation) any rights to remuneration and/or expenses in relation to membership or participation, outside of being commissioned through the GLA's procurement procedure.

Limitation of authority

The Board is an advisory body to the Greater London Authority. It is not an executive body. It does not have the authority to:

- Expend money on behalf of the GLA
- Commit or influence the GLA to any arrangement
- Consider any matter outside its specific terms of reference
- Direct GLA staff in the performance of their duties and shall not seek to do so
- Or purport or represent the GLA in any communication with the public or media

Communication

The Board will communicate via a private invite-only email list. Communication may include:

- Periodic updates concerning Board's activities
- Dissemination of minutes and initiatives
- Links and research related to Board's aims and ambitions
- Draft documents for review and comment

Declarations

Members of the Board must submit a declaration of personal interests, in accordance with the GLA's policies, including a declaration that they understand and will abide by the Nolan Principles of Standards in Public Life.