



# **LSDC Terms of Reference**

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The London Sustainable Development Commission (LSDC) works to develop a coherent approach to sustainable development throughout London, not only to improve the quality of life for people living, working and visiting London today and for generations to come but also to reduce London's footprint on the rest of the UK and the world. The LSDC recognises that this requires co-ordinated action to identify key priorities for London and to focus on unsustainable trends, policies and practice that will not be reversed on the basis of current or planned action. In particular, the Commission will:

- Use its London Sustainable Development work programme to guide sustainability activity in London, and monitor progress.
- Promote the integration of sustainable development into all strategic decision-making in London, and provide commentary on the sustainable development dimensions of key London-wide strategies, policies and practice to the Mayor, the GLA Group, the Assembly, London bodies and the public.
- Stimulate and encourage research, programmes, or action plans to further the purpose of the Commission.
- Provide an independent London voice on matters that relate to sustainable development, and take responsibility for advocating, encouraging, supporting and promoting best practice on sustainable development to all sectors.

The LSDC will do this in a number of ways:

### **Advisory:**

- Drawing on expert opinion to provide advice to the Mayor and others across London; and
- Producing evidence-based public reports on important environmental, social and economic issues.

### **Capacity-building:**

- Establishing good working relationships with key stakeholders to build understanding and skills for sustainable development; and
- Encouraging, stimulating and sharing good practice between all the London administrations and stakeholders.

### **Advocacy:**

- Encouraging a climate of opinion in which sustainable development can become a reality, promoting wider public debate and shared learning;
- Developing effective partnerships with key networks and organisations to deliver best practice in sustainable development; and
- Influencing and responding to Mayoral policy initiatives.

### **Convening:**

- Act as a convener, bringing together individuals and organisations with different or opposing views, with the intention of finding areas where consensus might be found. Sustainable development often requires the balancing of different and often competing needs in pursuit of the most sustainable course of action. As such, progress towards sustainability can be more complicated in some areas than in others.

### **Core Principles:**

In working towards this purpose, the Commission adopts the following core principles:

- To add value to London and complement the work of others
- To work in open and transparent partnerships and embrace a consensual approach
- To seek active engagement and inclusion of citizens, communities, key constituencies and stakeholders.
- To expand and share information, ideas and learning about sustainable development matters
- To commit to equality, diversity and inclusivity.

Notes

## **1. Membership**

The Commission's membership is made up of individuals who have knowledge and expertise in at least one of the areas of sustainable development and demonstrate a personal commitment to the principles of sustainability. They represent one or more specific sectors with the ability to contribute fully as individuals to the work of the Commission (not necessarily as representatives of their organisations). Membership aims to reflect the diversity of London's citizens, communities and key constituencies. Commissioners should be London based or working in London. The membership is appointed by the Mayor following open advertisement and recruitment. Commissioners serve a maximum of 4 years and will be subject to bi-annual review. Commissioners will have the option to serve another term with agreement from both sides. Membership will be restricted to a maximum of two terms (exceptions can be made on this if the work of the commissioner was felt to be invaluable to the LSDC)

## **2. Operation, including relationship to other bodies**

The LSDC fulfils its purpose through the collective commitment and resources of its members, aided by a secretariat. It has no statutory powers or functions. The LSDC agrees a two-year business plan setting out priorities and activities to fulfil its purpose within that year. It meets quarterly to undertake specific activities identified in its programme, to review the implementation of the programme and to identify new and emerging issues relevant to its purpose. In addition, a number of working sub groups take forward particular priorities of the LSDC programme. The Commission aims to add value to sustainable development activity in London and not duplicate the work of others. In this respect, it will work in partnership with bodies among the business, academic, statutory, voluntary and community sectors.

## **LSDC Commissioner Code 2014**

Currently the LSDC operates within a Commissioner Code. Each Commissioner is provided with a copy of this Code, which specifies both their obligations as a Commissioner and what they can expect from Commission meetings.

This Commissioner Code may need to be reviewed and revised in light of any new LSDC TOR, making clear the roles and responsibilities of Commissioners, focusing on the LSDC key elements of influencing, championing, and delivering sustainable development.

### **Commissioner Code 2014**

#### **A. Commissioners as Ambassadors**

Commissioners are chosen for their expertise in aspects of sustainable development and their commitment to develop a more sustainable London. As ambassadors and thought leaders for sustainability, Commissioners embrace a range of principles and values that contribute to a healthy, equitable and sustainable future. All Commissioners donate their expertise on a voluntary basis and seek to use such input to best effect. Commissioners agree to:

- Uphold the LSDC Terms of Reference and vision, including principles of transparency, equality, diversity and inclusivity;
- Promote sustainability and the LSDC in their day to day work and respective sector/organisation and report back on progress in furthering sustainable development principles in that sector/organisation
- Contribute to and share responsibility for LSDC decisions and activity;
- Prepare for and attend main meetings, sub groups (as appropriate), away days and other events;
- Notify the secretariat in advance of absence from meetings
- Fully participate in the work of at least one sub group;
- Act as mentor/ advisor to at least one London Leader (or as required);
- Achieve an acceptable level of attendance at meetings, which will be monitored. Commissioners who absent themselves for 4 consecutive meetings (sub groups and full commission meetings) are deemed to have resigned. If it is necessary for Commissioners to absent themselves for a period of time, they should seek leave of absence from the Chair;
- Represent the LSDC as appropriate, including contact with the media (via appropriate protocol);
- Declare any relevant interests;
- Respect confidentiality of information; and
- Ensure effective working relationships with the Secretariat.

#### **B. Commission meetings**

The aim of Commission meetings should be to ensure that not only is business dealt with effectively but also ensure that through the conduct of its meetings, the Commission strives to meet the highest standards of governance, accountability and probity. Therefore, Commissioners will expect meetings to:

- Be efficiently administered;
- Be firmly but fairly chaired, and conducted in a generally relaxed but business-like atmosphere;
- Be enjoyable, with all those present having the opportunity to make a contribution permitting everyone to contribute in a wide-ranging debate, but side issues curtailed. Commissioners should respect the views of others and their right to speak. However,

the Chair (following a warning) can request that a Commissioner desists if he or she is using intemperate, provocative or abusive language or if he or she persists in disrupting the meeting or straying from the agenda;

- Focus on key strategic issues;
- Be properly planned, allowing Commissioners to meet informally afterwards (where appropriate);
- Allow sufficient time to receive a presentation on an item of interest of importance;
- Be held in a comfortable venue free from distraction;
- Be a pleasant occasion and strengthen teamwork between Commission and Secretariat and between Commissioners themselves;
- Be able to effectively deal with agenda business normally in no more than 2.5 hours.

**C. Chair's action**

The Chair will have responsibility for ensuring the Commissioners Code is followed. There may be occasions when it is judged that a Commissioner should not remain on the Commission through:

- C1. Irregular attendance (Commissioners should not miss more than 4 meetings per year. Commissioners who absent themselves for 4 consecutive meetings are deemed to have resigned);
- C2. Improper behaviour at meetings or events; or
- C3. Failure to declare interests.

When this occurs, the Chair will take action to ask the Commissioner to resign (seeking advice from the Executive Group and Secretariat).

**D. Chair's position**

The Chair will be subject to annual review by the Mayor's Office.

The following circumstances will bring into question the Chair continuing in his/her role:

- Unfavourable annual review; or
- The Chair fails to act in accordance with C1-C3 above; or
- The Chair's direction is at variance with the Commission Business Plan; or
- Validated complaints received concerning the Chair.

In the first instance the Chair will meet with LSDC Executive Group to discuss matters raised and seek resolution prior to the matter being escalated to the Mayor (or the Mayors representative) or to decide any appropriate action.

Termination of the Appointment

- The appointment may be terminated by the Mayor (or the Mayors representative) at any time by giving written notification to the Chair (three months notice).
- The appointment may be terminated by the Chair at any time by giving three months' notice in writing to the Mayor (or the Mayors representative).

**E. Deputy Chair's Position**

The Deputy Chair will be subject to review by the Chair and Mayor's Office.

Termination of the Appointment

- The appointment may be terminated by the Mayor (or the Mayors representative) at any time by giving written notification to the Deputy Chair (three months notice).
- The appointment may be terminated by the Deputy Chair at any time by giving three months' notice in writing to the Mayor (or the Mayors representative).

**F. Expenses**

The position of LSDC Chair is not a remunerated position. Meetings are held in central London and Commissioners are expected to meet their own expenses. However, expense claims will be considered by the GLA in exceptional circumstances and for travel expenses outside London by prior arrangement.