

Terms of Reference of the London Markets Board

1 Introduction

- 1.1 Retail and wholesale markets play a vital role in London as places of employment, trade and leisure. They provide variety and diversity, history and character, and bring footfall to high streets and town centres. They are an essential part of Londoners' everyday experience of the city, as well as London's international identity.
- 1.2 Markets are London's original 'incubators' for new businesses to get off the ground, offering low-cost, low-risk spaces for self-employment, testing new ideas and entrepreneurship, as well as entry-level routes into employment.
- 1.3 However, London's markets are facing pressures from technological, social and economic change, and there is appetite from across London's markets sector for strategic oversight and management of issues affecting markets at a city level.
- 1.4 The London Markets Board is an important opportunity to ensure that markets in the capital flourish, support good growth in our high streets and town centres, and continue to offer something for every Londoner.

2 Purpose

- 2.1 The London Markets Board ('the Board') will provide a single point of governance and reporting to coordinate and focus strategic action on markets across the GLA Group and London boroughs.
- 2.2 The Board will explore the key challenges markets face, the breadth of value they offer, and opportunities to improve their long-term sustainability and social impact.
- 2.3 The Board will lobby for the resources and tools necessary for markets to remain a thriving and an important part of our city, our high streets, and town centres.
- 2.4 The Board (and any related working groups) will agree a prioritised work plan that will that in effect become a markets strategy for London
- 2.5 The Board will advise and make recommendations to the sector, GLA Group, and the Mayor via the Deputy Mayor for Planning, Regeneration and Skills, on issues related to markets in London, with specific reference to:
 - Providing strategic oversight of London's markets sector
 - Delivering improvements in London's market sector by developing activities and policies that support London's wholesale, street and covered markets

- Supporting and growing micro businesses and Small and Medium-sized Enterprises (SMEs) in London, and promoting enterprise, innovation the acquisition of skills for sustained employment in relation to markets
- Helping London's markets work better for all Londoners and maximising their social impact
- Providing thought leadership across the broad agenda of markets in London, gathering evidence on specific issues to support change, and providing guidance to the sector
- Building networks, partnerships and alliances to deliver improvements in London's markets sector
- Helping to develop initiatives and considering specific recommendations, programmes and projects in accordance with the Mayor's strategies and priorities including, but not limited to, the London Food Strategy and the London Plan
- Providing advice on the allocation of funding that relates to issues or themes affecting markets
- Acting as a consultee, as necessary, on matters affecting markets in London.

2.6 The Board will maintain close links with other related Mayoral commissions, notably the London Health Commission, the Local Enterprise Partnership for London (LEAP) and the London Food Board, and with appropriate government departments and agencies, including the Ministry of Housing, Communities and Local Government, the All-Party Parliamentary Markets Group and The Future High Streets Forum.

3 Membership and Terms of Appointment

3.1 The Board is limited to a maximum of 16 Members and will include the Deputy Mayor for Planning, Regeneration and Skills (the "Deputy Mayor") nominated directly by the Mayor.

3.2 The Mayor may vary the categories and number of members of the Board at any time as he considers what will best further the Board's purpose, subject to prior consultation with the Co-chairs.

3.3 The Deputy Mayor will be Chair of the Board. The Deputy Mayor will appoint one or more Co-Chair(s). In the Deputy Mayor's absence, the Co-Chair will chair meetings.

3.4 Members (other than any nominated or co-opted directly by the Mayor) will be recruited and selected in accordance with the [GLA's Protocol on Mayoral Appointments](#).

- 3.5 Members are to act in an individual capacity and not as representatives of any organisation or body in which the Member holds any position, including one of employment.
- 3.6 Members will ordinarily be appointed for a term corresponding with the Mayor's current electoral term.
- 3.7 The Mayor shall set the length of tenure for all Members in their letter of appointment. The Mayor may re-appoint a person to be a Member at the end of their tenure .
- 3.8 A Member may resign at any time by giving notice to the Mayor in writing, copied to the Deputy Mayor as Chair of the Board, having immediate effect.
- 3.9 The Mayor, following consultation with the Chair, may terminate a Member's appointment to the Board before the expiry of his/her period of appointment, including if the appointee persistently fails to attend meetings without reasonable justification.

4 Organisational Arrangements

- 4.1 Meetings shall be held quarterly or at such other intervals as the Board may agree. However, if the Chair, in consultation with the Co-chair, decides that a meeting is not necessary, that person may decide to cancel the meeting. The Chair, in consultation with the Co-chair, may also call additional Board meetings or informal meetings as required.
- 4.2 Recommendations to the Market's Board shall be by way of a report to the relevant meeting and will normally be issued to Members a minimum of 5 working days before the meeting.
- 4.3 Whilst attendance is restricted to Market Board Members, the capacity is retained to invite outside specialist input either on a standing basis or, where appropriate, on a specific project, topic or initiative. This includes advisors and observers to the board in agreement with the Chair.
- 4.4 GLA Officers will attend meetings as appropriate to facilitate discussion of any given matter.
- 4.5 The Board's Secretary, or a person nominated by the Secretary, will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters.

4 Openness and transparency

- 5.1 The Mayor is committed to openness in his administration and is committed to making the work of this Board (and any subordinate body of this Board) transparent in line with Mayoral policy and stakeholder expectations.

- 5.2 Agendas and reports for the Board and any of its subordinate bodies will be posted on the London.gov website at least two clear working days before the meeting to which they relate.
- 5.3 In line with the GLA's openness and transparency policy, all information should be accessible unless one or more of the exemptions set out in the Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR) applies or publication would be prohibitively costly.
- 5.4 Reports will be released with the agenda except in those cases where the Chair reasonably considers that information contained in the reports may be exempt from disclosure under an applicable exemption under the Freedom of Information Act 2000 (FOIA).
- 5.5 The main exemptions that are likely to make information reserved from publication relate to the following (although others may be available under the FOIA):
- commercial sensitivity
 - information provided in confidence
 - personal data
 - legal professional privilege
 - information intended for publication at a future date
 - prejudice to the free and frank provision of advice and exchange of views
- 5.6 Reports reserved from publication can still be requested under the FOIA, at which stage the GLA, as the Board accountable body, will consider these requests on a case by case basis (taking into consideration such factors as timing, any applicable exemptions and the public interest test).
- 5.7 The meetings themselves will not be public to reflect the accountability arrangements Parliament has put in place for the GLA; that is that the Mayor is answerable to the Assembly through Mayor's Question Time only after he has taken decisions.
- 5.8 Summary minutes of the meetings of the Board and its subordinate bodies will be posted on the London.gov website within two weeks of the meeting to which they relate.

6 Code of Conduct & Declaration of interests

- 6.1 When undertaking work in connection with the Board, Board Members are required to agree to comply with the standards and processes relating to conduct as detailed in the Code of Conduct ("the Code") as set out in letters of appointment and any relevant applicable provisions of the GLA Group's Corporate Governance Framework Agreement (as approved and amended from time to time).

6.2 The Code will include provisions in relation to adhering to the seven principles of public life ('the Nolan principles') and the potential disclosure and registration of personal interests where they are affected by the work of the Board.

The Mayor reserves the right to amend the Code, in consultation with the Chair and the Co-chair of the Board. Board Members will be given notice of any such amendment and the opportunity to comment at a Board meeting.