

MAYOR OF LONDON

LONDON FOOD BOARD

APPLICATION PACK

Chair position

Dear Applicant

Chair of the London Food Board

Thank you for your enquiry regarding the Chair of the London Food Board. This is an exciting opportunity to bring your skills and experience to support the future of food policy in London.

The Mayor wants to see London lead the way and drive forward the food agenda, tackling issues such as; reducing childhood obesity, improving Londoners' health, addressing food poverty, reducing Londoners' reliance on food banks, reducing food waste and supporting the food industry in the capital.

This information pack provides you with information on the role and responsibilities of the London Food Board Chair and includes details about the application process.

If you have any queries on the content of this pack, please contact Mark Kleinman on +44 (0)20 7983 6560.

We look forward to receiving your application, deadline for which is Tuesday 16 January 2018 at 23:59 GMT.

Sadiq Khan

Mayor of London

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1. About the London Food Board

Cities have an important role to play in making food better for everyone. The Mayor wants to ensure that every single Londoner can eat well and has access to a healthy diet. The London Food Board advises the Mayor of London and the GLA on food matters across the capital; on the development and delivery of the new London Food Strategy to be published in early 2018; and on the GLA's Food Programme. It aims to provide thought leadership across the broad agenda of food in London, and build partnerships and collaborations to deliver improvements in London's food system.

The Board aims to:

- Shape and support the development and delivery of a new Mayoral Food Strategy for London, to be published in early 2018.
- Advise the GLA on food-related priorities for London including the GLA Food Programme.
- Provide a strong link to food-related networks in London, including convening external organisations around specific issues.
- Share learning and good practice across London, the UK and internationally.

The London Food Board comprises of twenty individuals who represent the interests of specific elements of London's food sector and have extensive experience in the Food sector. Further information can be found on the Board and its members at: <https://www.london.gov.uk/what-we-do/business-and-economy/food/london-food-board>

The London Food Board was established in 2004 and was reconfigured in March 2017. Since March 2017 the London Food Board has focused its attention on creating a new London Food Strategy, due to be launched in early 2018. The first London Food Strategy was published in 2006, as a ten-year vision. The Capital of Food: Ten Years of London leadership was published in 2016 and highlighted the work that had been done to improve food in London by the London Food Board, its partners and the Mayor of London's food team., this new London Food Strategy will set out the Mayor's vision and priorities for the Food agenda from 2018 onwards and help develop a better food system for all Londoners

The London Food Strategy will provide a blueprint for the Mayor's work to drive forward the food agenda in London, supporting the food industry in the capital and tackling issues such as addressing food poverty, reducing Londoners' reliance on food banks, reducing food waste, reducing childhood obesity and improving the health of Londoners.

The current Chair of the London Food Board, Rosie Boycott, has led the development of the London Food Board's efforts to help the capital's food system meet the needs of all Londoners. After nearly a decade in the role, she is now stepping down. The Mayor is therefore seeking to appoint a new Chair to oversee the implementation of his exciting new strategy, working with the Board and GLA officers who lead on this policy area.

2. Role Specification: Chair

Principal responsibilities

The Chair is accountable for:

1. Leading and chairing all London Food Board meetings;
2. Attending any sub-groups established by the Board as assigned;
3. Advising and supporting the Mayor on the delivery of his London Food Strategy and GLA Food Programme;
4. Leading and representing the views of the London Food Board in its work, meetings and events;
5. Leading and representing the views of the London Food Board at meetings with Mayoral advisors and key external players;
6. Ensuring that the diversity of London's communities and economy is reflected in the work of the London Food Board.
7. Acting as the key ambassador and spokesperson to the media and stakeholders relating to food policy and GLA-led food programmes;
8. Overseeing the formulation of the London Food Board work programme, working with the identified GLA Senior Manager and relevant officers working on Food policy and programmes to deliver the London Food Board's strategy;
9. Ensuring the work of the London Food Board and its members is reviewed and is working effectively;
10. Ensuring the London Food Board continues to have a balance of skills and diversity appropriate to directing the implementation of the London Food Strategy;
11. Working with Chairs of other relevant Mayoral Boards to ensure integration between the delivery of the London Food Strategy and other Mayoral strategies;
12. Reporting to the identified Mayoral advisor, meeting with him/her quarterly to update on work progress (or as needed).

The **Chair** will need to demonstrate the following:

1. Senior and substantial experience in the food sector (public, private or third sector), from across the areas as set out below: -
 - **Food access**
Including food access and food poverty

- **Health**
Including public health and obesity
- **Food economy**
Including hospitality, SMEs, and manufacturing
- **Procurement**
Including public and private sector food procurement and supply chain management
- **Environment**
Including food waste, food growing and food security
- **Local Government**
- **Markets**
- **Children and young people**
- **Food Policy Academia**

2. Proven capacity and ability to act as a conduit between the London Food Board and the wider food sector in London, demonstrating a wide and diverse contact base.
3. Demonstrable track record, at a high level, of representing boards and/or organisations to influence policy.
4. Ability to represent the Mayor and the Board effectively to external stakeholders.
5. Ability to assist in successful delivery of the new London Food Strategy.
6. Understanding of the opportunities and challenges facing the food sector.
7. Excellent communication skills, with significant experience of communicating effectively, at a senior level, with opinion formers and senior sector representatives.
8. Ability to work within a complex political environment.
9. Experience of chairing high-profile, diverse boards comprising of senior stakeholders.
10. A commitment to diversity and equality.
11. A commitment to public service values and the principles of public life.

Please ensure you demonstrate how you match the above criteria in your covering letter.

3. Appointment Details

Meetings

The GLA's Food Team will provide the secretariat for London Food Board. The agenda will be agreed between the Chair and GLA officers. The minutes of the quarterly London Food Board meetings will be agreed by the Chair, circulated in a timely fashion and made public on the Greater London Authority's website.

Key relationships

The Chair will maintain close links with related Mayoral Boards, notably the London Health Board and the London Markets Board. Other key relationships include the GLA Food Team; Mayoral Advisers; Deputy Mayors; other GLA departments; Government departments; London Councils and individual Local Authorities; public, private and third sector organisations carrying out food-related work.

Time Commitment

The likely time commitment will be up to 2-3 days per month in order to cover:

- Quarterly 2-hour plenary meetings – or as business dictates – and quarterly 1 hour pre-meeting briefings and planning sessions with GLA officers;
- 1-2 hours pre-meeting reading and preparation;
- Attendance at launches and special events as required, anticipated to be at least once a quarter;
- Meetings with the identified Mayoral Advisor and with the designated GLA Senior Manager and officers working on Food policy and programmes to review and refine the implementation plan for the London Food Strategy.

Remuneration/Expenses

The position of Chair is an honorary, unremunerated and non-pensionable.

Appointees will be entitled to be reimbursed, in accordance with the GLA's Expenses and Benefits Framework, for travel and other expenses reasonably incurred in performing their role in connection with the Board.

Term of the Appointment

The term of the appointment will be specified by the Mayor but is likely to coincide with his current Mayoral term which ends in May 2020.

Start Date

The successful candidate will be required to start by 01 March 2018 but a handover with the existing Chair during February 2018 would be desirable.

4. Appointment Process

Following assessment of applications against criteria for appointment, shortlisted applicants will be interviewed.

Interviews are currently expected to be held during week commencing 29 January 2018. The selection panel will include a Mayoral Advisor, a GLA Executive Director and a GLA Senior Manager.

Recommendations for appointment will then be made to the Mayor of London. The Mayor of London will confirm the appointment of the new chair.

Please view our [Protocol on Mayoral appointments](#) for further details.

How to Apply

If you are interested in applying, please submit your CV and a covering letter (max 5 A4 sides in total) giving details of experience relevant to the Role Specification via our online recruitment system. You will also be asked to provide recruitment monitoring information.

Please include the name and contact details of two referees and any relevant information regarding your eligibility for appointment and any Directorships you hold.

Conflict of Interests

Candidates should provide details of any business, or other interests, or any personal connections which, if appointed as Chair of the London Food Board, could be misconstrued or cause embarrassment to the Mayor or the Greater London Authority. This includes financial interests or share ownership, active connections or memberships of societies or associations.

If you would like to discuss the position informally, please contact **Mark Kleinman** on +44 (0)20 7983 6560.

If you have any queries regarding the application process or require information in an alternative format, please contact andrew.baxter@london.gov.uk

All data will be processed in accordance with the provisions of the Data Protection Act.

The closing date for submission of applications is Tuesday 16 January 2018 at 23:59 GMT

Thank you for taking the time to apply for this role.