

<p style="text-align: center;">LONDON SUSTAINABLE DEVELOPMENT COMMISSION Full Commission Meeting Friday 19th March, 10-1pm, City Hall, Committee Room 4</p>

Minutes

Present: John Plowman (chair), Paul de Zylva, Richard Stephenson, Samantha Heath, Chris Church, Adrian Gurney, Sue Riddlestone, Paul Toyne, Paul Edwards, Karen Lawrence, Howard Davidson, Piers Williamson, Alison Barnes, Mike Tuffrey, Andrew MacAskill, Ed Gillespie (left early), Andy Wales, Sean Brennan

Secretariat: Patrick Feehily, Nusrat Yousuf

GLA: Helen Keenan

Apologies: Geoff Raw, Shaun McCarthy, Penny Bramwell, Nick Cooper

1. Introductions and welcome to new commissioners

Commissioners introduced themselves and were asked if they were happy to have their contact details circulated to the rest of the commission.

Action: Secretariat to circulate LSDC contact database

2. Minutes from the last meeting

- **Examination in Public - London Plan** – Commissioners raised the issue of what role the LSDC can take as part of the EIP process for the London Plan as the LSDC gave evidence at the last EIP. – An invite has been sent for the 30th March to explain the EIP process, which the secretariat will attend. The planning inspectors will be publishing a report shortly detailing the issues the EIP will cover. The LSDC will then have an opportunity to comment on this as part of the consultation process.

3. Background paper on work programme updates

- Promotions sub group next steps: continuing Commissioner induction on a n ongoing basis and projection of London Leaders programme
- Planning and Development sub group: MT raised the issue that given the position of the LSDC should we expect a response from the strategy leads on the LSDC submission. HK mentioned it seemed reasonable to assume a detailed response should be provided.

Action: secretariat to investigate a meeting with strategy leads to get detailed feedback

- Capital consumption report – came out low key due to political sensitivities. Question raised about how LSDC can up profile of this work. Can be linked to the DERFA sponsored event on the Sustainable Economy. However concern raised that commission needed time to digest content of reports before having the event on sustainable economy.
- Relevant sub-group to lead work on sustainable economic development. Unlikely that we can organise Sustainable Economy event in time for restraints of DEFRA funding. **Action: Secretariat to discuss with DEFRA if monies can be carried forward. – PF to update on progress**
- Income Inequalities is currently undergoing a peer review after which the commission could host a debate on the subject from both sides. Commissioners suggested Colin Stanbridge (London Chamber of Commerce) and Anna Cooté (NEF) as possible peer reviewers. SH suggested that the debate that LSX held last year could be added to the debate process.
- PW raised issue of whether LSDC could input into the recently published Conservative Green paper on the planning system. Would need to question how this would be applied to London and gaps raised. Issue that LSDC would then need to address all party manifesto and policy development. May be more important that this stage to response to recent government policy being released. – is this covered in the ToR for the commission?

4. Forward Approach and next steps

JP talked through the forward approach:

- Following executive meeting the word targets was dropped
- Has been circulated for internal GLA consultation. Feedback has been that evidence is needed for measures hence have stepped back on a few of them and updated to reflect that.
- Next steps, subject to what Commission agrees about sub-groups will be up to the relevant groups to verify priorities.

Issues raised by commissioners:

- Need to include a definition of SD and relationship to QoL for now and future generations.
- How does this tie in with other benchmarking schemes such as Forum for the Future's Sustainable Cities index? Where is London placed and where do we want to be?
- Important to benchmark – but also need to constrain discussion
- "Best Big City" – comparison with worlds cities rather than UK cities may be better
- Important to recognise that impact of London's footprint will be global

- How does forward approach fit in with QoL indicators report?
- The issues raised in the Golder research what makes a sustainable city have been lost. These success factors need to be incorporated.
- Integrated nature of SD needs to be highlighted in document and doesn't capture ways of working for the commission.
- Need for a work programme to describe what LSDC will do.
- Evidence base – what is London 's impact and there for priorities to be tackled.
- Mapping needed against the GLA corporate plan.
- Important to recognise that LSDC does not deliver but stimulates debate.
- ICLEI - European cities forum – possible benchmarking
- Links to C40 cities
- Could London be different by focussing on a few key things such as London Leaders.

Outcomes:

- Commissioners agreed that structure proposed was a good starting point and that cross cutting issues needed to be incorporated.
- Link to GLA corporate plan and business planning process
- LSDC to develop a work programme / business plan along side forward approach linked to the sub group review.

5. Workshop session: LSDC sub group restructure

NY presented the sub group restructure proposal

- Executive
- London Leaders and Communications
- Climate Change and Resources
- Sustainable Economy and Equal life chances for all
- Local Quality of Life

i) Discussion and agreement on sub groups

- Has resource implications of dividing into these sub-groups for secretariat.
- Secretariat will need as part of teams business planning, to identify what they are able to do
- Secretariat are constrained because haven't yet captured funding for the extra post within team. That reflects the funding environment we are in at the moment
- There is inevitably going to need to be a focus so what the Commission might want to identify what is a priority.
- Purpose of sub groups to be clarified
- Mapping to GLA priorities and corporate plan. Needs to be a two way street with GLA both reactive and proactive.
- Groups can be evolving
- Integration between groups can be addressed in the Ways of working.

- Full Commissions meetings could have split agendas – catching up and then one substantive item.
- MT raised issues of interface with GLA – would be useful to get Boris along to at least one meeting and to regularly have GLA officers present at meetings e.g. Fiona Fletcher Smith/ Jeff Jacobs. Also mayoral advisors such as Isabel Dedring.
- Useful to invite relevant GLA officer to sub group meetings.

Commissioners agreed with the proposed structure

ii) Discussion and agreement on membership

Commissioners names in italics would provide advise when needed and would not necessarily need to attend all meetings.

<p><i>Executive (made up of chairs and vice chairs of subgroups)</i> John Plowman (LSDC chair) Shaun McCarthy (CSL Chair)</p>	<p><i>Secretariat lead</i> PF – SD Manager</p>
<p><i>Chairs and Vice Chairs of sub groups to be finalised by sub groups at first meeting</i> <i>Executive to be made up of chairs of subgroups (to be deputised by vice chairs when needed)</i></p>	

<p><i>Communications</i> Paul de Zylva - Commission Role as Advocates - Chair</p> <p>Richard Stephenson - London Leaders lead – Vice Chair Ed Gillespie – Communications strategy lead Karen Lawrence <i>Andrew MacAskill (LL Support)</i> <i>Samantha Heath (networks on health and provide resources for events)</i> Paul Toyne - Campaigns / Advocacy / Policy</p>	<p>Secretariat lead SD Policy Officer / LL programme manager</p>
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Suggested priorities / work:

- LSDC communications strategy
- London Leaders 2010 support
- London Leaders 2009 evaluation

Climate Change and Resources

Sue Riddlestone – SCP lead - Chair

Samantha Heath – Behaviour Change – Vice chair

Howard Davidson - Climate change adaptation lead

Paul Edwards

Shaun McCarthy – Sustainable procurement lead

Sean Brennan - Retrofitting

Chris Church – Voluntary and Community sector

Paul Toyne – Construction / Embodied Energy

Penny Bramwell – Government lead

Andrew MacAskill - Construction

Adrian Gurney – CC and planning

Alison Barnes (advice on natural environment and adaptation)

Secretariat lead

PF – SD Manager

Suggested priorities / work:

- Develop activities from capital consumption report
- Comment on Mayors climate change strategies
- Communication of what it means to the person on the street

Sustainable Economy and Equal life chances for all

John Plowman - Temp Chair

Andy Wales – Business lead and International perspective - Vice Chair

Mike Tuffrey – Assembly Liaison

Samantha Heath – Behaviour change

Chris Church – Community sector lead & environmental justice

Geoff Raw - Regeneration

Paul de Zylva

Piers Williamson

Secretariat lead

NY - Senior Policy Officer

Suggested priorities / work:

- Identify suitable metrics

Improving local quality of life

Adrian Gurney - Planning lead - Chair

Alison Barnes – Biodiversity and green space lead – Vice chair

Sean Brennan – Local government lead

Paul Toyne

John Plowman – Air quality lead

Paul Edwards – Built Environment – Health and Well being

Karen Lawrence

Howard Davidson (advice on Water Quality)

Mike Tuffrey (help with Air Quality)

Secretariat lead

NY – Senior policy officer

Suggested priorities / work:

- Report on where different mayoral strategies have got to – what exists and programme for rest of the year.
- QoL indicators report – are there any gaps?
- Targets
- General brainstorming
- Develop precise ToR

iii) Discussion and agreement on ToR for each sub group

- Sub groups to develop ToR for each sub group with secretariat
- **Draft set of generic ToR to be developed by secretariat**

Issues raised:

- Would be useful to measure influence and impact of the LSDC

Actions:

- **Secretariat to collate views and discussion from today**
- **Consult those not here**
- **Linking to LSDC and secretariat business planning**
- **Capturing additional funds**
- **Finalise membership including chairs and vice chairs**
- **Draft generic terms of reference for each sub group**
- **Rework dates for future meetings and circulate**

6. Ways of Working discussion

Commissioners' suggestions of what would help them play their role

1. Full Commission meetings:

- Use to explore new and emerging issues and initiate new work / ideas including 'disruptive' presentations, new thinking and possible links
- Use to gain consensus / formal sign off for big issues when needed
- Split agenda for example Part A – process and report back; Part B - big decisions / issues
- Be prepared to sue the Full meeting to do detailed work if necessary such as awaydays

2. Sub groups:

- To bring big debates to Commission (whether at Full Commission or online / other meetings)
- Be prepared to set up contingent sub groups for one off complete and finish work
- Allow overlaps and cooperation between sub groups where combined effort would be more effective
- Sub groups to develop or have a purpose / defined role including any end point

- Ensure sub groups have clear focus and objectives
- Scope input for all sub groups and their interests i.e. map out areas of interest and understand what are priorities and how they integrate, then can commission inputs from others according to scope even if not on the group
- Need to map in kind support from commissioners
- Injecting past work into sub group knowledge

3. LSDC Communications:

- Use tele-conferencing to make best of Commissioner time / avoid having to attend meetings in City Hall
- 'Live' meetings
- Use of workspace (intranet)

4. Commissioners' advocacy role:

- Crib sheet including a summary of LSDC story, successes, and aims for 'elevator pitch' and sample presentations (2mins / 10mins length)
- Glossary of terms
- Chance to shadow other Commissioners in role / speech giving.

5. Other:

- Strengthen working with other Commissions
- Notes of meetings to all Commissioners
- Forward planning and advance knowledge of what is coming up so that the LSDC is informed and asked in advance about GLA family events and opportunities to be on the platform or in the audience

7. Next meeting: Friday 11th June 2010