

London Boroughs Biodiversity Forum (LBBF)

proposed Terms of Reference 2024

Purpose

- LBBF is a networking forum. It has no policy making responsibility and due to the diverse political frameworks that underpin London Boroughs it does not provide coordinated “one voice” responses or position statements.¹
- It allows officers responsible for leading on the Biodiversity Duty, on behalf of local authorities, to collaborate, exchange information, and share best practice. It provides a regular opportunity for members to discuss concerns, and to seek peer advice and support.
- It creates the potential for collaborative activity in line with the Duty to Cooperate.

Membership & chair

- The membership of LBBF is restricted to officers of London Boroughs, City of London Corporation, Lee Valley Regional Park Authority, The Royal Parks and the Queen Elizabeth Olympic Park Legacy Corporation, GLA and London Councils.
- It is expected that members of the LBBF must spend ^{2 & 3} at least 40% of their working time on biodiversity matters.
- The chair and assistant chairs should be chosen by consensus from amongst the membership.
- The chair and assistant chairs needs to have the capacity to devote time between meetings to develop the agenda and meetings programme.
- The chair and assistant chairs may from time to time be asked to represent LBBF at regional or national meetings. In this capacity they shall seek input from the membership to inform their participation.

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Scope

- LBBF members have access to an online Teams portal which is themed to enable ease of navigation. Members can post questions, provide responses, share resources and collaborate to plan site visits.
- The chair will convene a hybrid meeting quarterly. These are usually 2-3hrs on a weekday afternoon.
- These meetings will provide an opportunity for members to be updated on regional biodiversity working, to discuss matters of common concern and to receive presentations on relevant topics and research.
- For the purposes of regional collaborative working, external bodies may be invited to regularly attend or present to meetings but will not have membership capacity.
- The chair, assistant chairs and other delegated representatives may from time to time, by consensus, represent LBBF at regional or national meetings. In that capacity, the representative should seek input from the membership to inform their participation.

Resources

- Members of LBBF give their time voluntarily and are not reimbursed. The organization is not funded and to ensure participation, no annual fee is charged.
- GiGL provides pro-bono administrative assistance in line with their published aims to support decision-making processes that impact London's natural environment.
- GiGL hosts and facilitates the online Teams portal and maintains a SharePoint for document storage accessible to the chair.
- City of London Corporation provides a pro-bono meeting venue.

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Regional / National representation as at Sept 2024

Association of Local Government Ecologists (ALGE)	Dr Iain Boulton LB Lambeth
London Invasive Species Initiative (LISI)	Annabel Foskett LB Haringey
London Wildlife Sites Board (LWSB)	Phoebe Shaw Stewart Hammersmith and Fulham Council
GiGL Advisory Panel (GiGL GAP)	Valerie Selby LB Wandsworth
GiGL BNG Advisory Group	tbc

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NOTES:

1. From time to time LBBF may submit written comments or responses but these must clearly state that they are the collated opinions of the members who are practitioners / experts but caveated to say that it is the opinion of the LBBF members only, and not necessarily their member organisations.
2. GiGL will attend every meeting in the administrative capacity
3. Other organisations may be invited to attend, present or participate on a case-by-case, meeting-by-meeting basis at the discretion of the chair and assistant chairs.