



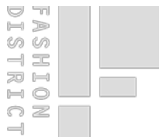
**ual:** london college  
of fashion

SUPPORTED BY  
**MAYOR OF LONDON**



**FASHION DISTRICT  
TERMS OF REFERENCE**

**WWW.FASHION-DISTRICT.CO.UK**



These Terms of Reference define the vision, purpose, roles & responsibilities, membership and frequency/format of the Fashion District Board. This is for the information, understanding and future reference of all parties interested in this programme of work.

## **Vision**

Fashion District; where fashion, technology, business, and education meet, compete, collaborate and innovate - nurturing talent, generating new jobs, developing new products.

Fashion District will strengthen London's position as the global capital of fashion technology, creating a legacy and driving economic and social transformation in east London.

## **Aims**

- to make London the global hub of fashion technology
- to capitalise on the economic benefits of the global fashion industry in London
- to revive east London's Fashion heritage and create a lasting legacy
- to work with all parts of the fashion and education sectors to support and promote 'Made in Britain'

This will be achieved by facilitating a programme that will address the structural barriers faced by the fashion industry; including access to space, finance, skills, and networks. The programme will have a catalytic effect by creating the conditions for businesses and industry to flourish, fostering talent, innovation and enterprise and stimulating sustainable growth. In order to do this the programme will take action across five objectives.

## **Objectives**

- to act as a coordinating hub to create a connected fashion community
- to increase levels of affordable fashion space
- to stimulate innovation, exploit technology and support enterprise
- to increase access to finance and investment
- to develop fashion skills creating opportunity and a pipeline of talent
- The Fashion District Board will own and be accountable for the strategic direction of the Fashion District programme ensuring that the key objectives are being met.

## **Purpose**

- To shape the long term vision for the programme, encouraging innovation and creativity and a flexible and agile approach to development
- To provide strategic direction and leadership to projects and activities within the programme
- To assist the development of Fashion District workstreams through the identification and signposting of resources, relevant opportunities and networks.
- To operate at a strategic level in their own organisations providing visible commitment and pro-active alignment of objectives
- To ensure that the impact of work completed is reviewed and available data, best practice and intelligence informs current and future work
- To act as champions for change, communicating and promoting the benefits of the work to build and maintain commitment
- To communicate with stakeholders external to the project ensuring that there is effective communication plans and that key messages are consistent.

## **Roles & Responsibilities**

### **The Board will:**

- Oversee the delivery of activities and ensure the proposed and ongoing work remains relevant to the aims of the programme, and delivers the intended outcomes and benefits
- Agree major project documentation e.g. business cases and applications for resources
- Make decisions by consensus and then by simple majority if required
- Communicate information about the workstreams/projects to stakeholder groups and public as necessary, and be cognisant of (and communicate with) other forums, boards
- Ensure projects are resourced appropriately in order to meet agreed outcomes
- Ensure delivery partners are accountable for meeting agreed requirements
- Carry out any agreed actions within agreed timescales
- Provide healthy challenge in a constructive manner, assessing their own performance as well as that of the programme and workstream teams
- Recognise all issues around potential problems and, where possible, assist the team/s solve them
- Ensure learning is captured and shared so that planning and delivery of activities benefit from past experience

### **In support of the Board the programme team will:**

- Provide all required papers within 5 working days of the board meeting, which are to be clear, succinct and focused
- Make clear recommendations when decisions are required indicating potential impacts, time constraints etc.
- Provide early warning of possible problems with suggested solutions
- Aim to make best use of board members' time
- Carry out agreed actions within agreed timescale

### **Frequency/Format of Meetings**

- The Board will meet 3-4 times annually
- An annual awayday will review progress over the previous year and set future strategic priorities
- The agenda will include programme and workstream development and other relevant contextual information and meetings will be scheduled for 120 minutes in duration.
- An agenda will be agreed between the Chair and programme team approximately 10 days prior to each meeting.
- All members of the Group are encouraged to submit items for the Agenda and are requested to familiarise themselves with relevant documentation before the meeting.
- Minutes will be produced from each meeting and an action log will be updated and circulated.
- The Chair will ensure that meetings remain action focussed and that actions are clearly tasked and time bound.

### **Membership**

The Board shall comprise members from a number of key sectors that can influence the strategic impact of the workstreams including; education, fashion industry sub sectors; design, manufacturing, retail, technology, business, workspace provision, investment, public sector, third sector or other partners relevant to workstream delivery.

The Chair of the Board shall be appointed for a term of office of up to three years; and can be reappointed by the Board for a further term, not exceeding six years in total. If the Chair is unable to attend a meeting they are able to delegate to another member of the Board.

Members may represent multiple sectors / disciplines i.e. designer & SME, brand & innovation, education & enterprise etc. They will bring specialist knowledge and act as the voice of their sector rather than represent their nominating organisation. Deputies may attend on a behalf of a member

but in the exceptional case of voting, they do not carry a vote.

Indicative membership will comprise: London College of Fashion, British Fashion Council, UKFT, Fashion Enter, Poplar Harca, The Trampery, London Fashion Fund, Newham College, Unibail Rodamco Westfield, Greater London Authority, London Legacy Development Corporation, and the London Boroughs of Hackney, Haringey, Newham, Tower Hamlets, Waltham Forest.

Membership of the Board will be kept under review to ensure continuing relevance and where appropriate, other parties maybe invited to be represented on a needs driven basis.

**Interdependencies:**

The diagram below outlines the sector representation of the Board and the relationship to the workstreams.

