

Seven Sisters Market Partnership Advisory Group

Terms of Reference

1. Purpose

- 1.1 The purpose of the Seven Sisters Market Partnership Advisory Group (SSMPAG) is to advise Places for London in connection with its proposal to grant a long leasehold interest in the Seven Sisters Market Site, which is to be developed and managed in line with Places for London's requirements whilst providing economic and social benefit to the local community.

2. Terms of Reference

- 2.1 The role of the SSMPAG is to provide advice, guidance and recommendations to Places for London on:
- identifying options for the development of the entire site while ensuring alignment to the Mayor of London and Places for London's objectives, and noting the operational interface with Seven Sisters Underground Station
 - the tender process for appointing an entity to take a long lease of the market site;
 - the received Expressions of Interest and tenders from interested parties bidding to acquire a long lease of the site
 - the financial sustainability and viability of the selected long lease organisation proposal
- 2.2 SSMPAG may make recommendations to Places for London on additional advice or services from third parties, which Places for London may choose to procure in line with own procurement regulations.

3. Authority

- 3.1 SSMPAG is a non-incorporated consultative and advisory body established by Places for London and has no separate, independent or corporate legal status and as such, must operate through Places for London.
- 3.2 The SSMPAG's advisory role is limited to matters referred to within these Terms of Reference.
- 3.3 The SSMPAG may make recommendations to Places for London through the SSMPAG Secretariat which will be provided by Places for London.
- 3.4 The Chair and SSMPAG do not have delegated authority for any budgets or any decision-making. This responsibility remains with Places for London.
- 3.5 In conducting its business, SSMPAG must consider any resource implications and have regard to existing Places for London processes, and any guidance it provides.

4. Membership

- 4.1 Membership will consist of a Chair and maximum of eight independent representatives with skills and experience covering: a) property, b) governance, c) community wealth building, d) markets, and e) the public sector.
- 4.2 Where possible the SSMPAG will represent the demographics of Seven Sisters and ideally include a resident or person that works in the Seven Sisters/Haringey area.
- 4.3 Key stakeholders will be represented as ex-officio observer members.

4.4 Members are made up of volunteers who will serve for a term of up to three years, with the option of Places for London allowing membership to be extended for an additional term.

4.5 Membership includes:

a) Independent chair

The Chair will be recruited and selected in accordance with relevant TfL/Places for London protocols. The chair is independent and will oversee the work of the SSMPAG.

b) Expert Advisors (4-6)

Between four to six members will act in an individual capacity and not as representatives of any organisation or body to provide their expertise on the remit of the Group. Members should have expertise in one or more areas as identified in paragraph 5.1 of these Terms of Reference.

c) Market Traders

Between two and four trader representatives will be nominated to the group to represent the wider market trader views in the formation of advice and recommendations.

d) Ex-officio members

The following roles will be held by virtue of employment or membership of the following organisations. These are all observer roles:

- **Greater London Authority (GLA):** The Greater London Authority will nominate a representative to sit as an observer at SSMPAG meetings. They will provide input on Mayoral economic and social priorities and link with main London objectives.
- **London Borough of Haringey:** The London Borough of Haringey will nominate an officer or councillor to sit as an observer at group meetings. They will provide input of borough priorities and local plan.

4.6 The Group meetings may also include observers from other organisations invited by the Chair or by Places for London.

5. Organisational arrangements

5.1 The Group will meet, at least, a minimum of four times a year.

5.2 The Agenda, all reports, and other items for consideration by the SSMPAG must be circulated seven working days prior to the meeting. Papers will be circulated in electronic form.

5.3 Secretariat for the meetings will be supported by Places for London and shall record the names of all Group Members and additional attendees present at a meeting.

5.4 The minutes of the meeting shall be prepared by the secretariat, reviewed by the Chair, and shall be submitted for approval as to their accuracy to the next meeting.

5.5 Agendas and summary minutes will be made available to the general public if requested, except in those cases where information may be exempt for commercial reasons.

6. Code of Conduct & Declaration of Interests

6.1 Places for London promotes the highest standards of conduct in public service. Group members will be expected to comply with any requirement of Places for London including [TfL Code of Conduct](#), policies, processes on declaration of interests and gifts and hospitality, Standing Orders and any other governance or proprietary requirements.

6.2 When undertaking work in connection with the Group, Members are required to agree to comply with the standards and processes relating to conduct as detailed in TfL/Places for London Code of Conduct (“the Code”) which will be shared with members in letters of appointment.

6.3 The Code includes 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 Group.

6.4 Members should exercise their judgement as to whether they have a disclosable pecuniary interest in relation to any matter to be considered or being considered at a meeting of the Group.

6.5 Where a member has a Disclosable Pecuniary Interest, they must disclose that interest to the meeting or to the Secretariat prior to the meeting. They must not participate in any discussion of the matter at the meeting or participate in any vote taken on the matter at the meeting unless they have obtained a dispensation from Places for London Monitoring Officer. Places for London Monitoring Officer can provide advice on Disclosable Pecuniary Interests on request.

7. Openness and Transparency

7.1 Places for London is committed to openness and to making the work of this Group transparent.

7.2 Minutes and reports will be available under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2024 (EIR) or other laws and regulations including any relevant exemptions.