

London Textiles Forum

Terms of reference

1. Background & context

Waste arising figures for London indicate that, on average, 3% of London's residual stream, up to around 300,000¹ tonnes per annum, is textile waste. Significant opportunities exist for stakeholders in the post-consumer textile supply chain to recover, re-use and recycle more textiles from the residual waste stream. To harness these opportunities a dedicated London Textile Forum has been established.

2. Aims of the London Textiles Forum

The primary aim of the Forum is to support the development of strategies that increase the diversion of textiles waste from disposal in London. This can be achieved through London-specific initiatives as well as by delivering national initiatives within London.

The Forum aims to:

- a) Identify and overcome barriers that hinder the collection, processing and market development opportunities for textile re-use and recycling;
- b) Keep textiles out of the waste stream; and
- c) Contribute towards the delivery of the Mayor's Municipal Waste Management Strategy.

The Forum will monitor and support relevant projects being developed by members, and will provide a platform for members to openly discuss issues surrounding textile recycling and re-use and to collectively work towards these shared goals.

3. Role and remit

The London Textiles Forum will make every effort to improve the management of post-consumer textiles, both clothing and non-clothing, within and across London, with a particular focus on:

- Informing members of matters that can help them to deliver an increase in diversion of textiles from disposal (i.e. from landfill and incineration);
- Recognising that textile re-use and recycling can generate significant environmental and social benefits to London and that it could have an important role to play in the delivery of a circular economy;

¹ London's figure of 300,000tpa is taken as a proportion of the total approximate post-consumer textile arisings in the UK.WRAP (2012)

- Contributing to a positive change in consumer behaviour.

Forum members will, wherever possible, use nationally/regionally recognised branding in their re-use and recycling activities (e.g. Love Your Clothes or Recycle for London).

Specific roles of the London Textile Forum are to:

- Develop partnerships and initiatives that increase textile recycling and re-use rates in London;
- Provide a platform for textile recycling and re-use organisations to engage with and influence the future of textile recycling in London;
- Communicate and share information and learning between members, as well as share learning from outside London and the UK;
- Help to raise the profile of textile re-use and recycling both in London and further afield;
- Investigate and champion new approaches to keep textiles out of landfill, looking for opportunities to maximise their use in London;
- Identify and pursue sources of funding for textiles re-use and recycling initiatives that will benefit the capital;
- Act as a source of information and guidance for other stakeholders in London and further afield in the sector.

4. Membership

The London Textile Forum is open to representatives from the following organisations:

- London local authorities and waste authorities
- Charities involved in textile re-use and recycling
- Re-processors
- Collectors/brokers
- Waste management industry
- Trade bodies
- Wider public sector authorities
- Schools and community groups involved in textile re-use and recycling
- Academics and research groups with a focus on landfill diversion and textiles

Any changes to the make-up and representation of the Forum will be discussed and agreed with Forum members.

5. Membership responsibilities

- Members of the Forum will sign up for an initial period up until 31 March 2019.
- Members should commit to regular attendance at meetings (including working groups where required) in order to ensure continuity and balance in discussions and decision-making.
- Members should strive to ensure that an appropriate deputy attends meetings in their place when unable to make it themselves, to ensure that each meeting is fully quorate.
- If a member of the Secretariat is unable to attend a meeting, he/she should inform the Forum Secretariat.
- Members must be able to agree to their involvement in the Forum being in the public domain.
- Members should hold sufficient decision-making power to make commitments on behalf of their organisation at, or as a result of, meetings.
- Members should be able and willing to share at least one textiles initiative or project outcome from their own organisation with the Forum once a year.
- Members must be able to commit to joint working programmes with wider stakeholders, recognising that the aim of the Forum is to increase re-use and recycling of textiles and not to further the profitability or profile of any one organisation.
- Members must be able to make appropriate time available to lead or participate in the development of partnerships, projects or funding applications.
- Where appropriate, and with agreement, Forum members may be required to provide investment and/or in-kind support to launch or undertake initiatives or projects that may increase textile recycling in London.
- Members must be ambassadors for the Forum and should advocate its achievements where appropriate.
- Members should also commit to communicating appropriate information about the delivery and outcomes of initiatives which may assist the Forum objectives, and use relevant national branding (e.g. Love Your Clothes or Recycle for London) on their own communications wherever possible and appropriate.
- Members will sign a copy of the terms of reference and will be required to give written notice to the chair if they wish to resign from the Forum.

Any change to these membership responsibilities will be proposed to the Forum by the Chair and voted on by the whole membership.

6. Benefits of the Forum

The Forum will generate opportunities and benefits for its membership in terms of:

- Increased opportunities for members to collect/receive more feedstock;
- Greater influence, involvement and collaboration with Local Authorities;

- Increased economic benefits such as increased volunteering opportunities, job creation and safeguarding of existing jobs through the identification of new funding, initiatives, technologies and partnerships;
- Opportunity to network and share best practice;
- Opportunity for Forum members to increase profiles and gain increased exposure through the initiatives / projects that the Forum may undertake.

7. Management of the Forum

- The Forum will work in a consensual manner. In the event of the Chairperson identifying the need for a vote, voting will be by simple majority. All members of the Forum have equal status and are entitled to vote. In the event of a tied vote, the Chair will have the casting vote.
- Forum members will be required to appoint a Forum Chair and Forum Secretariat annually.
- Appointment of the Chair will be through a process of self-nomination and consensus agreement or voting.
- Appointment of the Secretariat will be by self-appointment or nomination and consensus agreement or voting.
- The appointed Chair will be required to remain in post for a minimum of 12 months before review.
- The appointed Chair will be required to be a member of the Forum.
- The appointed Secretariat will be required to remain in post for a minimum of 12 months before review.
- Terms of reference for these posts will be provided to the appropriate individuals.
- Terms of Reference for the Forum will be reviewed every 12 months, at which point new members will need to sign them; existing members will not need to re-sign as long as TORs are agreed by the Forum.
- Meetings could be hosted at different locations, subject to agreement by the members, in order to reduce costs, increase exposure to different textile re-use and recycling processes (through site visits) and/or reduce travel time to meetings for different participants.
- The quorum for any meeting will be 10 members.
- New Forum members may join with approval by the Chair.

8. Frequency of meetings

The London Textile Forum meetings will be scheduled to run every three months and where possible to be no longer than ½ day.

Members may also be required to attend other meetings e.g. if they are part of a working group.

9. Agenda items and minutes

- Agenda items will be agreed in advance of any Forum meetings and will be consistent with the roles and objectives of the Forum;
- Submissions should be sent to the Forum Secretariat no later than 2 weeks in advance of meetings;
- Action notes will be taken by the Secretariat at each Forum meeting and will be distributed following Forum meetings.

10. Declaration

I, the undersigned agree to the terms of reference for the London Textiles Forum.

Signature:

Name:

Organisation:

Date: