

LONDON CYCLING CAMPAIGN

Board Meeting, 11th May 2015

LCC Office, 2 Newhams Row, London SE1 3UZ

ACTIONS SUMMARY

Item	Who?	Item	Date
2.6	Mustafa & Rachel	Solicit final comments on the Governance Review papers from their committees and send to Ashok by a date to be agreed	July Board
3.1	Ashok	Publish the Inclusive Cycling Policy	July Board
4.9	All	Send Gareth final comments on the E&D Plan	July Board
4.9	Rachel	Put Ashok in touch with a colleague regarding online E&D training	July Board
5.3	Ashok	Convene AGM Working Group	ASAP

MINUTES

Present: Rachel Aldred, Daniel Barnes, Mustafa Arif, George Coulouris, Alex Dillistone, Ann Kenrick (Chair), Tony Levene (Treasurer), Hannah Roberts, Gareth Redmond, Oliver Schick

Apologies: None

In attendance: Ashok Sinha

1. Minutes of the 30th March Meeting (Accuracy and Matters Arising)

- 1.1 The minutes were approved with minor corrections.
- 1.2 There were no matters arising (other than items already covered by the agenda).

2. Governance Review

- 2.1 Rachel informed the Board that consultation papers Policy1 to Policy3 had been considered by the Policy Forum. The proposals have been welcomed in general; the biggest change the PF would seek is a shorter process for the proposed process for pre-scrutiny of policy motions to the AGM.
- 2.2 Mustafa informed the Board that all the consultation papers had been considered by the Local Groups Forum and C&AM. Regarding Groups1 to Groups3: activists recognise the issues raised, and recognise the need to address them. Constructive feedback had been received on the proposals, with a final deadline to be set for any remaining comments. He noted that some in the wider membership may yet object to the proposed formalisation of the status and obligations of LCC Groups.
- 2.3 Regarding papers Policy1-Policy3: Mustafa added that, as with the Policy Forum, the proposals were generally welcomed; in particular the LGF recommended that no distinction be made between policy and other motions, and that all motions should be sent for pre-scrutiny (and that the proposed timetable for doing so should be shorter).
- 2.4 George raised concerns about what might look like heavy-handedness in the new draft Article stating that the assets of LCC Groups ultimately belong to the charity. Mustafa responded by saying that

whilst LCC Groups should continue to feel empowered to act according to local circumstances, the legal requirements are clear and there is a need to be precise and unambiguous in our governance arrangements regarding use of assets.

- 2.5 The Board amended the motion proposed by George (as reproduced on the Agenda), resolving as follows:

Regarding the proposed Article X.5 in the paper Groups 2 (All financial and other assets of Local Groups shall belong to the charity): the Board agrees that:

- *The Article may stifle initiative and reduce motivation for some campaigning activities in local groups.*
- *Local groups' forward visions and planning of future activities depends upon continued availability of the funds already held on account to finance them.*
- *Donations and payments are made to local groups by supporters and others in the expectation that they will be used to finance the campaigning activities of local groups and of LCC centrally.*

- 2.6 Ashok informed the Board that advice to LCC Groups on the use of assets (including those held in trust – something raised at the LGF) would be included part of the set of guidance and procedures that will be created and sent to groups, should the changes proposed by Governance Review be agreed by the AGM.

Action: Mustafa and Rachel to send final comments from their committees to Ashok by a date to be agreed (i.e. to give Ashok sufficient time to consider these and table final proposals to the July Board).

3. Inclusive Cycling Policy

- 3.1 The Board ratified the position as proposed by the Policy Forum, namely:

Policy passed at LCC's 2013 AGM states that we believe in cycling environments suitable for all ages and abilities. Many of the organisations that we seek to influence have obligations to consider how they can advance equality, and cycling infrastructure can contribute to building inclusive communities and accessible transport. LCC will therefore seek to ensure that these considerations are embedded in our responses to consultations and in other policies that we pass.

Infrastructure should be suitable for safe and comfortable use by people using a range of cycles, including handcycles and tricycles, not least to take account of disability – a legal requirement for public bodies responsible for transport infrastructure. Badly designed interventions effectively restrict or exclude people using non-standard cycles. By making sure any such problems are highlighted in our responses to consultations LCC will fulfil our stated policy and challenge the continued under-representation of disabled and older people among London cyclists.

Action: Ashok to publish the new policy.

4. Equality & Diversity Plan 2015

- 4.1 Ashok reminded the Board that the E&D Plan 2015 had been drafted and put into practice in January this year; and that such a plan is not only justified in its own terms but is also increasingly a requirement for tendering for public sector service delivery contracts.
- 4.2 Gareth presented a revised draft to the meeting, reminding the Board that he had agreed to receive comments from trustees and fill-in gaps in the Plan / otherwise improve the Plan; he noted in particular that a workstream on communication the Plan had been added. He thanked Rachel's specialist colleague who had also given input on a voluntary basis.
- 4.3 Gareth said that aside the challenges ahead for the revised plan were to communicate it to, and engage with members – perhaps a members' E&D forum might be worthwhile? We should also seek

people and/or organisations who can challenge the Plan and thereby help improve it at each annual review.

- 4.4 Ashok drew attention to the areas already identified in the Annual Review workstream, such as including LCC Groups and the wider membership within future Plan targets.
- 4.4 Mustafa noted that we may wish to build towards a situation where we cover all the protected characteristics stated in the Equalities Act (Ashok adding that the Act was at least referenced in the preamble, Oliver adding that it isn't practical for LCC to cover every characteristic in the Plan).
- 4.5 Rachel suggested we should look into using location-based survey data to help profile the membership base.
- 4.6 George suggested extending the scope of the Policy to include socio-economic data.
- 4.7 Gareth and Ashok thanked Oliver for the helpful input he had given on making reasonable adjustments for, and our anticipatory duty regarding, disabled people.
- 4.8 Ashok noted that he was seeking online (paid-for) E&D training, and Rachel offered to put him in touch with a colleague in case a deal could be struck.
- 4.9 The Board ratified the Plan in general terms, noting that further improvements were to come, and that HRC would monitor progress.

Actions:

- All to send final comments to Gareth ahead of the July Board.
- Rachel to raise online E&D training with a colleague.

5. AGM

- 5.1 Ashok explained that we need a small group to once again oversee this year's AGM and Trustee Election – whose remit will range from ensuring there is a good agenda on the day to promoting the election / deciding on the methods by which candidates can be engaged.
- 5.2 The Board asked for more time to be given to debating motions, and for a better method to be developed to enable discussion to occur with and between candidates.
- 5.3 Gareth and Alex agreed to form the AGM working group alongside Ashok.

Action: Ashok to convene the working group.

6. AOB

- 6.1 Policy adherence: George raised concerns about whether AGM policy resolutions should be binding or simply advisory; the Board affirmed its original decision to make them binding, noting that this decision was now published and that groups were being asked if they needed help with compliance.
- 6.2 The Board agreed that a process of review – to be determined - was necessary to check whether past AGM resolutions needed updating and/or consolidating - or indeed had become obsolescent.
- 6.3 Daniel informed the Board the Phase 1 report from the Membership Review was now complete.
- 6.4 George informed the Board that work was in hand to try to carry forward the recommendations of the IT Working Group (adopted by the Board at its last meeting).

PAPERS NOTED

- a. Staff Report, May 2015
- b. Policy Forum Minutes, February 2015

Signed as a true and accurate record by:

(Chair).....

On.....