

# LONDON CYCLING CAMPAIGN

## Board Meeting, 19<sup>th</sup> December 2018

LCC Office, Metropolitan Wharf, London E1W 3SS

### ACTIONS SUMMARY

Item	Who?	Description	Due Date
3.4	Ashok	Post the group visits reporting template on Sharepoint	Immediate
4.1	Megan	Liaise with relevant parties regarding approaching the ombudsman in relation to the DfT road traffic offences review	Next Meeting
6.3	Ashok	Draft the new staff and trustee sections of the Safeguarding Policy	Next Meeting
6.3	Megan	Make the final changes needed the draft new Safeguarding policy and complete/source the set of ancillary documents	Next Meeting
7.1	Terry, Ashok, Chris, Megan	Prepare papers for the Awayday	7 <sup>th</sup> January
7.2	Ashok	Source external feedback on LCC's effectiveness	Awayday

### MINUTES

**Present:** Simon Clark (Treasurer), Amy Foster, Chris Kenyon (from item 5), Terry Patterson (Board Chair), Megan Sharkey, Matt Sparkes, Neil Webster

**Apologies:** James Heath (Business Committee Chair), Christian Wolmar

**In attendance:** Ashok Sinha (CEO)

#### 1. Conflict of Interests

1.1 No conflict of interests were reported.

#### 2. Chair's Report

2.1 Terry reported that no Chair's Actions had been taken since the last meeting.

#### 3. Minutes of the 31<sup>st</sup> December Meeting (previously approved by email): Actions and Matters Arising

3.1 Item 7.1 (Skills Audit): Terry reported that there had been problems with the web-form and that trustees are asked to complete the form sent round by email.

3.2 Item 8.1 (Co-options): Terry stated that no progress had been made on a potential co-option to fill the vacant elected seat.

- 3.3 Item 8.1 (Contacting Cycling UK): this action has been made redundant given the permission given by the Ramblers' to adapt their Safeguarding policy for use by LCC.
- 3.4 Item 10.1 (Group Visits): Terry confirmed that group clusters had been allocated to trustees; Megan reported that her experience of meeting group activists suggests that the latter would like to feed into Board and subcommittee discussions but don't know how.

**Action:** Ashok to post the reporting template on the Board Sharepoint directory.

#### 4. Committee Chair's Reports

- 4.1 The reports from the Chairs of C&AM and the Policy Forum were noted.
- 4.2 The Board confirmed that it is happy with the proposition from C&AM that LCC contact the relevant ombudsman to challenge the process under which the DfT is reviewing road offences; this will be under Ashok's aegis.

**Action:** Megan to report back to those involved.

#### 5. Finances

- 5.1 Simon reported that a new senior finance officer had been in place since the beginning of October, following the retirement of the previous potholder; a good start has been made with systems already improving.
- 5.2 He and Ashok briefly summarised the performance to date and current forecast for the full year: disappointingly we are currently in deficit and projected to stay that way, although there is reasonable prospect of finishing on a break even basis.

#### 6. Safeguarding

- 6.1 The Board thanked the Ramblers for permission to adapt its Safeguarding policy for use by LCC, and Megan for performing the adaptation.
- 6.2 A number of corrections and minor changes were made and tracked in the live document by Megan.
- 6.3 The new policy was signed off subject to new sections being added on Staff (to whom permission to work beyond the restrictions of the policy may be given by the Board under acceptable circumstances) and on trustees.

**Actions:**

- Ashok to draft the new sections required, for approval, and create an online hub for all relevant.
- Megan to draw make sure the relevant related policy are linked to in the documents, as well as create (and link to) the necessary checklists and forms.

#### 7. Awayday Agenda

- 7.1 The Board agreed the following items and leads for the Awayday agenda:
- Governance: the precise subject to be tabled by **Terry**.
  - Implementation of all extant AGM resolutions: **Ashok**.
  - Policy Forum priorities and seminar programme: **Megan**.
  - Improving our impact with boroughs and the activism journey: **Chris** and **Megan**.
  - Political landscape in the run-up to the 2020 Mayoral and Assembly elections: **Ashok**.

7.2 In addition Ashok suggested that we ask a few respected individuals to give us views on how LCC is perceived.

**Action:** Ashok to pursue this.

7.3 The Board thanked Neil for offering a venue for the Awayday.

**8. Skills Audit**

8.1 The receipt of outstanding forms notwithstanding, the Board agreed that the principal area in which we have a gap is in relation to HR (other topics, such as legal views, can be appropriately sourced on a case-by-case basis).

**9. Policy Forum Priorities**

9.1 The proposed policy on permitting the use of mobility scooters in cycle lanes was accepted.

9.2 Notwithstanding the decision to look at this matter in the round at the Awayday (see 7 above), the Board agreed that two important areas for development are (a) buses (and bust-stop bypasses) and (b) smart road user pricing (about which Ashok is already in liaison with various external contacts).

**10. Staff Report**

10.1 Noted.

**11. AOB**

11.1 None.

Signed as a true and accurate record by:

(Chair).....

On.....