

LONDON CYCLING CAMPAIGN

Board Meeting, 20th September 2017

LCC Office, 2 Newhams Row, London SE1 3UZ

ACTIONS SUMMARY

Item	Who?	Description	Due Date
1.1	Terry	Create a template for reports to the Board by subcommittee chairs	Rolled over
1.2	Subcommittee chairs	Re-start the provision of written reports for each Board meeting	Next Board onwards
3.2	Ashok	Modify Board Standing Orders regarding reports from subcommittee chairs and publishing internal procedures/policies	Rolled over
3.2	All	Engage local groups in the AGM (via the group clusters)	By the AGM
3.2	Terry	Table the staff paper on creating non-borough LCC groups at C&AM	At the next C&AM
5.2	Mustafa	Draft, ratify and publish a Board report to the AGM	5 th October
5.2	Ashok	Publish a CEO report to the AGM	5 TH October
8.3	Dan	Finalise and circulate the new Business Committee ToR	By the AGM

MINUTES

Present: Rachel Aldred, Mustafa Arif (Chair), Daniel Barnes, Amy Foster, Tom Harrison (from item 3), Tony Levene (Treasurer, from item 3), Terry Patterson, Christian Wolmar

Apologies: None

In attendance: Ashok Sinha

1. Minutes of the 12th July 2017 Meeting (Approved by Email)

- 1.1 Item 5.3 (creating a template for reports to the Board from subcommittee chairs): rolled over.
- 1.2 It was agreed that although the above item was rolled over subcommittee chairs should nonetheless once again start submit short written reports to Board meetings (of one or two paragraphs length).

2. Chair's Actions

- 2.1 Mustafa reported that he had taken Chair's Action on two matters since the last meeting: the first was to approve that AGM materials be published online only (as permitted by the Articles), and not printed as an insert to the magazine. As a consequence the deadline for the submission of AGM motions and nominations to the Board was pushed back.
- 2.2 The second was to give the person who had recently raised a complaint against fellow members to properly formalise the complaint, including by submission of evidence. He noted that in the absence of this the complaint would be considered closed.

3. Actions Tracking

- 3.1 Mustafa went through the actions on the Trello board.
- 3.2 A number of items were confirmed as being ongoing (e.g. monitoring how well the new approach to organising Board meetings is working). The following have not been done as scheduled – or are matters arising - and will need to be completed:
- Modify the Board Standing Orders to reflect (a) the requirement that subcommittee chairs table written reports (something that had fallen into abeyance during recent times) and (b) that internal/procedural policies agreed by the Board should be published on the website - **Ashok**.
 - **All** Board members to contact their local group clusters to engage them about the AGM.
 - Ensure the paper on broadening LCC's groups beyond borough groups is tabled at C&AM - **Terry**.

4. Office Move

- 4.1 Ashok informed the Board that given the expected time required to conduct negotiations, refit, and perform the necessary legal duties, we will want to make a firm decision next week (beginning 25th September).
- 4.2 He said that after visiting a lot of office we have narrowed our interest to three principal contenders - all within budget and meet our physical requirements.
- 4.3 Several Board members expressed their view that money should not only be the deciding factor, and that other considerations should be brought to bear, e.g. the quality of the space in terms of recruiting and retaining capable staff. Ashok confirmed that, budget aside, we and our retained agency (TSP) are working to a set of criteria that includes ease of access to the centre of London for meetings and engagements and the impression given to visitors, potential partners and clients and members.
- 4.4 The Board discussed the options and Ashok confirmed that throughout the process staff have been made aware of all leading contenders and been invited to any second viewings.

5. Reports to the AGM

- 5.1 The Board agreed that this year it would provide a written report to the AGM, which would be posted online in advance and presented on the evening by Mustafa. This report would concentrate on governance and the specific priority issues on which the Board had focused during the year.
- 5.2 To provide a complete picture Ashok will provide a similar written summary to complement the presentations that he and staff make at the AGM.

Action: Mustafa to draft and circulate a report in time for it to be finalised and posted on the website two weeks before the AGM (i.e. 5th October); Ashok to work to the same timetable.

6. Special Resolution Regarding the Term Length of Board Co-options

- 6.1 On reflection the Board agreed that there was no pressing need to try to amend the Articles this year so as to make the term length of Board co-options the same as that of elected trustees – and indeed some trustees felt that in retrospect this may not be entirely wise in any case. Hence the Board agreed not to do so as originally planned.

7. AGM

- 7.1 Ashok ran through the AGM agenda, which was approved by the Board. Trustees agreed to liaise with local groups regarding the Q&A session with the Mayor's Walking & Cycling Commissioner.

8. Business Committee

- 8.1 Dan ran through the proposed Terms of Reference (ToR) for the new Business Committee (a merger of FAC and IGC).
- 8.2 In particular he stressed that as part of the cycle of meetings the subcommittee would have regular high level/strategic discussions with invited advisors.
- 8.3 The Board approved the ToR, asking Dan to replace the names of people involved with their roles/job titles (as personnel may change from time to time) and to remove the narrative such that the paper focussed strictly on the remit and operation of the subcommittee. It noted that the ToR would constitute a recommendation to the new Board on how best to proceed.

Action: Dan to finalise and circulate the ToR.

9. Induction of New Trustees

- 9.1 Amy presented her new proposed induction process for new trustees, including her proposals on an induction pack.
- 9.2 The Board approved the process and pack; it asked Amy to make any final adjustments needed and circulate it to the trustees-elect by 5th October.
- 9.3 The Board asked Terry, as the person currently responsible for liaising with new trustees prior to the AGM, to inform them that they should expect material on the above date.

10. AOB

- 10.1 Amy informed the Board that there would be a ride and memorial service for Barry Covington on 15th October.
- 10.2 Ashok agreed to tighten up some sections of the Staff Report.
- 10.3 With the approbation of all, Terry moved a vote of thanks to departing trustees for their outstanding service to the charity and wishing them well.

Signed as a true and accurate record by:

(Chair).....

On.....