

LONDON CYCLING CAMPAIGN

Board Meeting, 22nd June 2021

LCC office, Metropolitan Wharf, Wapping

MINUTES (Actions highlighted) - DRAFT

Present: Pearl Ahrens (by video), Aidan Chisholm, Simon Clark, Sylvia Gauthereau, Eilidh Murray, Terry Patterson, Kris Sangani (by video), Sarah Strong (by video), Christian Wolmar

Apologies: Stuart Kightley, James Heath

In attendance: Ashok Sinha (CEO)

1. Welcome from the Chair

1.1 The Chair ran through the agenda and asked if there were any items for AOB.

2. Declarations of Interests

2.1 None.

3. Minutes of the 29th March Meeting (previously agreed by email) – Actions Tracking

3.1 There were no matters arising that were not already on the agenda.

4. Chair's Report

4.1 Terry informed the Board that she will stand down as a trustee at the AGM, having served for six years.

4.2 The Board wished to record its huge gratitude to Terry; she has been an excellent Chair and can be proud of her record. She will be sorely missed, and trustees wished her well for the future.

5. CEO's Report

5.1 The Board received and discussed this report with the CEO, including feedback on the recent Climate Safe Streets campaign and the plans for phase two (focussing on the 2022 borough elections). It also discussed Ashok's comments on the changed context for campaigning at mayoral election time and what the challenges and opportunities may be at the next election in 2024.

6. Reports from Committee Chairs

6.1 Reports from committee chairs were noted, and Pearl and Ashok reminded the Board of the upcoming LCC webinars

7. Audit Clearance Meeting

- 7.1 The Treasurer, Simon, reported that the audit clearance meeting had been held, and that the auditors were happy with the audit outcome (subject to any new information that may arise between now and when their report is formally tabled at upcoming Business Committee). The process has been smooth and no problematic matters raised by the auditors.
- 7.2 In relation to the statement on Going Concern, the auditors were in particular satisfied that we have a sound process for managing financial risk.
- 7.3 Final changes are being made to the draft accounts, and the CEO has drafted a trustees' report that has been cleared by the Business Committee for sending to the auditors for review. The final combined accounts and reports, as well as the auditors' management letter and findings will be tabled at the 12th July Business Committee, for approval to table at the 26th July Board for signing.

Action: staff to write to the treasurers of the Southwark and Hackney groups to thank them for receiving visits from the auditors (two LCC groups are audited each year).

8. Strategic Plan 2021-2024

- 8.1 The main part of the plan has been cleared by C&AM, and the next Business Committee meeting will look at the other sections (except the Diversity & Inclusion section which will be looked at by the new D&I Working Group).

Action: James to put this item on the agenda of the next Business Committee.

9. KPIs 2021-2022

- 9.1 Sylvia asked that we extend the social media metrics to also include industry standard calculations of engagement rates.
- 9.2 The Board noted that the group classification criteria need to be as specific and measurable as possible; Ashok said that the criteria will be tabled at the next C&AM meeting for refinement.
- 9.3 Ashok was asked to include an increase (year-by-year) in the total number of members as a KPI (without specifying a numerical target).

Action: Ashok to make the above changes, for tabling at the next Board.

10. Diversity & Inclusion Plan

- 10.1 Initial actions were reported to the Board. Ashok reported that a narrative is being produced to describe what success looks and our high level strategy to achieve it. This will be reviewed by the new D&I Working Group.
- 10.2 The Board agreed that it is very important to get the new working group up and running as soon as possible; Kris, Sylvia and Sarah agreed to serve on the group. Terry said she could not commit to serving on the group after stepping down as Chair due to personal commitments; Ashok stressed the importance of strong leadership from the chair of this new working group and Kris agreed to chair the group pro tem.
- 10.3 The Board agreed to look for suitable candidates to also join the working group. Ashok added that we will be inviting people from groups beyond LCC to also be part of it to provide challenge and advice.

Action: Kris to liaise with staff on convening the working group before the next Board meeting.

11. Women & Cycling Working Group

11.1 Terry reported that the Women & Cycling working group has reformed, seeking to be an advisory group to LCC on a range of gender-related active travel issues.

Action: Ashok to circulate the original report from the working group and the staff prioritisation of actions.

12. AOB

12.1 Staff recruitment: the Board agreed that trustee availability should be checked before setting a date for interviews (rather than the other way around), as that will make it easier to secure trustee involvement.

The meeting was closed.

DONM: Monday 26th July.