

# LONDON CYCLING CAMPAIGN

## Board Meeting, 22<sup>nd</sup> March 2016

LCC Office, 2 Newhams Row, London SE1 3UZ

### ACTIONS SUMMARY

Item	Who?	Item	Date	Status
1.2	Mustafa, Tony	Convene an Internal Democracy Working Group	17 <sup>th</sup> Nov	Held over
1.4	Ann	Defer discussion on the revisions to the draft 2016-2020 Strategic Objective proposed by C&AM, and the draft new objectives to be proposed by IGC, until the May meeting	22 <sup>nd</sup> Mar	New
6.3	Ashok	Liaise with Nick Fulford on formalising his PR support	22 <sup>nd</sup> Mar	New

### MINUTES

**Present:** Rachel Aldred, Mustafa Arif (chairing by Skype), Daniel Barnes (from item 2.3), George Coulouris, Tony Levene (Treasurer), Terry Patterson, Gareth Redmond-King

**Apologies:** Ann Kenrick (Chair), Alex Dillistone

**Absent:** Hannah Roberts

**In attendance:** Ashok Sinha

#### 1. Minutes of the 9<sup>th</sup> February Meeting (Accuracy & Matters Arising)

- 1.1 The minutes were approved with no corrections.
- 1.2 The following actions from the 17<sup>th</sup> November 2015 meeting (under 1.2) were again rolled over:
  - Convene an Internal Democracy Working Group (Mustafa and Tony)
- 1.3 In relation to the discussion on 2016-2020 Strategic Objectives, the following additional objective was proposed, as requested, by George and Mustafa and agreed by the Board:
 

*For 2018: to develop a digital strategy that meets the needs of LCC as a campaigning, membership charity and to deliver sustainable implementations of its key components, led by a competent and qualified staff member.*

*For 2020: to deliver the digital strategy in full.*
- 1.4 It was agreed that the discussion of (a) the revisions to the draft 2016-2020 Strategic Objective proposed by C&AM and (b) the draft new objectives to be proposed by IGC, should be deferred until the May meeting.

#### 2. 2016-2020 Budget

- 2.1 First Tony and then Ashok introduced and explained the final draft budget for the new financial year.
- 2.2 They explained that, given the extent of the financial difficulties experienced in the current year plus the expectation of further difficulties ahead, the new budget is based on the reforecasts for this year

(i.e. with the cost-cutting measures maintained in the new financial year) – but with higher internal targets being set.

- 2.3 In particular certain posts will remain vacant until funds are available to recruit replacement staff, and there will be no cost-of-living increase in pay. The budget does however include provision for exceptional expenditure to launch the new membership offering; it also includes a tighter focus on the consultancy and services products that deliver the best return. They said that if the budget has a theme, it is that we will focus on shoring up our financial base this year as a platform for future growth and renewed high profile campaigning in 2017/18, including around the local elections (the effort being put into the flagship 2016 mayoral election campaign notwithstanding).
- 2.4 At Gareth's request, the Board recorded its thanks to the Senior Management Team for volunteering to take a 10% pay cut in the final quarter of 2015/16; and for all staff for foregoing employer pensions contributions over the same period and for accepting a zero cost-of-living pay increase in the new financial year.
- 2.5 The budget was approved.

### **3. Cable Street**

- 3.1 For the Board's information Terry and Mustafa recorded for the minutes that a divergence of views had arisen between staff and Tower Hamlets Wheelers (THW) as to how to respond to LB Tower Hamlet's consultation on their proposed development of Cable Street; and that this divergence has led to upset, difficulties with the council, and had raised questions regarding the proper internal process for handling such situations and whether mistakes were made.
- 3.2 The Board noted this, together with the fact that Ann and Mustafa were in liaison with staff and officers of THW with a view to rectifying any problems and improving internal processes.

### **4. Registering Borough Groups**

- 4.1 Tony informed the Board that the process of ratifying the constitutions of LCC Borough Groups' constitutions, and confirming the registration as part of the parent charity, is underway.
- 4.2 The Board approved his and Ashok's request that a suitable form of word be used to give status to recognised LCC activists in boroughs where the formation of a group, election of officers, and adoption of a constitution are not possible (hence the formal registration of that borough group is no longer possible). By way of example Ashok stated that such activists may be styled "Area contact for LCC members in the Borough of X", and would be able to use that description for internal/external communications; we will work on a case-by-case basis.
- 4.3 The Board agreed to the proposal and asked that such people should be requested to observe light touch reporting requirements.

### **5. Date of the July Meeting**

- 5.1 Ashok informed that the just-finalised audit timetable required a rescheduling of the July FAC and Board meetings. The proposed new date of 12<sup>th</sup> July for the latter was agreed.

### **6. Media Working Group**

- 6.1 Rachel informed the Board that a very productive first meeting of this group had been held with a follow up meeting in the diary.

6.2 She added that the meeting had been attended by Nick Fulford, an LCC member who runs a PR firm and is offering one day a week of his time for free to LCC to assist with our media work, profile, and relations.

6.3 Ashok agreed to liaise with Nick directly on the next step of setting him up (in manner appropriate to the situation) as member of the office team, including defining his remit and management/reporting arrangements.

**Action:** Ashok to liaise with Nick.

6.4 In response to a question from George, Gareth noted that one of the objectives of the working group is to set up a diverse group of media spokespeople that includes local activists, and to support the work of local groups in engaging the media.

## 7. AGM & Trustee Election Working Group

7.1 Gareth informed the Board that the working group had had its first meeting and was proceeding with overseeing the election and motions process/promotion, and designing the AGM/conference. The working group is seeking the thoughts of fellow trustees on the following:

- Suggestions of past trustees who might be willing to write short blogs to encourage people to stand as candidates.
- Whether are any particular skills gaps that we should seek to fill and, connected to this, if there are particular place where we should seek to broaden our advertising?
- Assistance with promoting the election via contacts, networks and social media.

7.2 The Board felt that no particular skills gaps existed that are so pressing as to require special attention; although there may be a case for seeking more co-optees on Board sub-committees with particularly relevant skills/experience.

7.3 The Board also underlined that in promoting the elections we should be seeking a field of candidates that is more reflective of London's diversity, and re-stated that the top priority regarding the Board in our current Equality and Diversity plan is to maintain gender equality.

7.4 The Board welcomed the decision by the working group to: allow more time for motions at the AGM, and allow more flexibility over when they are scheduled on the day; to have an external keynote speaker; and to include a panel debate on the agenda. The Board also discussed different suggestions for workshop topics; and agreed that the standard presentation should be shorter (but at the same time the Board should do more to report to the AGM and answer questions).

## 8. AOB

8.1 Terry and George noted that two groups have been identified to participate in the new local recruitment project, and are agreeable to doing so; Ashok confirmed there would be no problem in providing the relevant members' (and supporter) contact data.

8.2 Terry informed the Board that she will be attending the upcoming conference on Women and Cycling in Hereford on 4<sup>th</sup> May; the Board affirmed that it would be happy for Terry to represent LCC at the event.

## PAPERS NOTED

- Staff Report
- C&AM Notes
- PF Actions

- IGC Notes

Signed as a true and accurate record by:

(Chair).....

On.....