

LONDON CYCLING CAMPAIGN

Board Meeting, 22nd May 2019

LCC Office, Metropolitan Wharf, London E1W 3SS

ACTIONS SUMMARY

Item	Who?	Description	Due Date
2.5	Stewart and Chris	Finalise safeguarding training programme and budget and take forward the new toolkit	Next meeting
3.2	All	Encourage LCC groups to send contingents to the Campaigners' Conference	Immediate
3.3	Ashok	Table update implementation plan (Women & Cycling Working Group). Rolled over from last meeting	Next meeting
6.4	All	Let Megan know if they wish to be part of the future of mobility workstream	Ongoing
8.1	All	Keep Terry and Ashok updated on progress to seek candidates for the Board election	Ongoing
9.1	James, Christian & Ashok	Create remit for the remuneration and rewards review; table at the Business Committee	Next Business Committee meeting
10.1	Terry, Megan & Amy	Oversee implementation of the 2019 Equalities, Diversity & Inclusion Plan	Ongoing
11.2	James	Produce final draft of amendments to the Articles and AGM Standing Orders	Next meeting

MINUTES

Present: Simon Clark (Treasurer), Amy Foster (C&AM Co-Chair), Chris Kenyon (from item X), Terry Patterson (Board Chair), Megan Sharkey (Policy Forum Chair; C&AM Co-Chair), Neil Webster, James Heath (Business Committee Chair), Christian Wolmar

Apologies: None

Absent: Matt Sparkes

In attendance: Ashok Sinha (CEO), Stewart Dring (Cycling Projects Manager/Safeguarding Lead, Item 2)

1. Conflict of Interests

1.1 No conflict of interests were reported.

2. Safeguarding

2.1 Stewart Dring, Cycling Projects Manager and the LCC's Safeguarding Lead, introduced his paper on how the charity should implement our agreed safeguarding policy and more generally address the risks to LCC. In particular he presented proposals on training and procedures, with particular emphasis

on the activities of LCC's Local Groups; and noted that he was in dialogue with Living Streets (with whom we now have a close relationship on service delivery projects) to learn from each other.

- 2.2 He emphasised that having a policy isn't enough: we need to make sure people are aware of the risks and their responsibilities to a degree that is appropriate to their level in the organisation, and make sure they have the tools necessary to manage risk.
- 2.3 The Board discussed the proposals, including ensuring that we are setting the extent of our procedures at a level that is appropriate to the kind of organisation LCC is, and the particular nature of the risks we face.
- 2.4 Chris was appointed as the Board lead on safeguarding, acting as a point of liaison with Stewart.
- 2.5 The Board agreed to raise the budget line for safeguarding, with a precise figure to be finalised (but an upper limit of £5k).

Action: Stewart to finalise the training programme and budget, liaising with Chris over this and also on the new toolkit/procedures to be established.

3. Minutes of the 27th March Meeting (previously approved by email): Actions and Matters Arising

- 3.1 Item 3.1 (Ombudsman): the Board agreed to close this item.
- 3.2 Item 7.1 (Campaigner's Conference): ongoing.
Action: All to encourage their allocated groups to send participants.
- 3.3 Item 9.1 (Women & Cycling Working Group): rolled over

4. Chair's Report

- 4.1 Terry reported that she will be speaking at one of the form up points for LCC and Parents for the Future's form up points for our Strike on a Bike climate change ride.

5. Committee Chair's Reports

- 5.1 Report of the Co-Chairs of C&AM: noted.
- 5.2 Report of the Chair of the Policy Forum: noted
- 5.3 Business Committee Chair's report: noted; approval was given to sign the contract to perform data gathering for TfL's Cycling Infrastructure Database project.
- 5.4 It was agreed that Contract Review should be a new standing item on the Business Committee agenda.
- 5.5 It was also agreed that Cycling Projects Team reports to the Business Committee in future should include a summary description of risks in relation to each prospective contract.

6. Big Campaign 2019/2020

- 6.1 Ashok noted that the Board had already seen the formal rationale for basing the Big Campaign on climate change/decarbonisation of road transport, and that a summary of "Climate Safe Streets" (the working title for the new campaign) had been tabled with the Board paperwork.
- 6.2 He thanked staff for responding positively and enthusiastically to his decision that LCC should take this approach, and the Campaigns and Active Membership committee for its very valuable discussion on the subject to stress-test the concept.

- 6.3 Ashok said that his summary had in retrospect under-stressed the potential and benefit of engaging supporters in personal action (behaviour change) as well as political campaigning, something he had been successfully involved with when leading Stop Climate Chaos (now the Climate Coalition). Done well, it will help give further moral impetus to the campaign and provide an ongoing platform for engaging between the pulses of political campaigning.
- 6.4 He thanked Megan and Neil for taking up the challenge of creating an LCC vision for the future of decarbonised, smart mobility in London, with active travel and disruptive technology at its core; this will be an essential component of the campaign narrative.
- Action:** All to let Megan know if they would like to be part of this project.
- 6.5 The Chair expressed her excitement at the new campaign, and the Board welcomed it, discussing the question of mobility in particular.
- 6.6 Ashok explained that the likely political strategy around this campaign would necessitate a revision to the original timeline for delivery that had been envisaged when planning was at an embryonic stage; and that he would return to the Board with an update after an upcoming staff session on the subject and the June Campaigners' Conference (at which we will seek to engage and enthuse activists about Climate Safe Streets).

7. Activist Development

- 7.1 Megan introduced this item referring to the updates she and Chris had tabled. She said that progress had been made on: curating a new, ongoing, online calendar of events (at least in part to showcase LCC's work in speaking/participating in them); updating and splitting the existing Campaigner's Handbook into better and more targeted documents (Infrastructure, Campaigning, Co-ordinators), and raising the effectiveness of the Local Groups Forum in improving local activism.
- 7.2 She also gave the Board a progress report on the Campaigners' Conference; the latter is designed to bring all the strands of this work together so that groups are in a fact better position in future to create and follow effective campaigning strategies.
- 7.3 Megan added that work still needs to be done on the Affiliates programme and "train the trainer" programmes (albeit that the conference will kick-start the latter).
- 7.4 Chris informed the Board that the new Healthy Streets Scorecard that we are producing in collaboration with London Living Streets, CPRE and others is at an advanced stage; and that more progress is still needed by staff in early identification and activation of potential activists when people join LCC.
- 7.5 Terry thanked Megan and Chris, noting in particular how effective Megan's work with specific groups such as her own (Tower Hamlets) has been.

8. Board Election 2020

- 8.1 Each trustee gave a report on the progress they have made in reaching out to potential new candidates in this year's Board election.
- Action:** All to continue with this outreach, letting Terry/Ashok know of progress.

9. Remuneration and Rewards

- 9.1 It was agreed that a review of methodology for determining salary grades and rewards (inter alia) should be reviewed. A group involving James, Christian and Ashok was delegated to take this forward, under the aegis of the Business Committee.
- Action:** James, Christian and Ashok to agree a remit for the work, create a plan to acquit it, and bring any recommendations to the Business Committee.

10. Equalities, Diversity & Inclusion Plan 2019

10.1 The Board approved the update Plan.

Action: Terry, Megan and Amy to oversee implementation.

11. Constitutional Changes

11.1 The Board agreed to the changes to the Articles proposed by James at the Board’s request, in particular simplifying the provisions around indemnification (6.1.6) and performing a general tidy up. It also approved the proposed changes to make the Articles gender neutral, deciding that the words “they” and “their” (etc.) should be the terminology adopted.

11.2 James informed that Board that his next job will be to propose amendments to AGM Standing Orders; the Board agreed to table a Special Resolution to make all Emergency Motions advisory only.

Action: James to recirculate the final draft of the changes to the Articles and AGM Standing Orders for approval as the basis of Special Resolutions to the AGM.

12. Staff Report

12.1 Noted.

13. AOB

13.1 None.

Signed as a true and accurate record by:

(Chair).....

On.....