

# LONDON CYCLING CAMPAIGN

## Board Meeting, 23<sup>rd</sup> May 2018

LCC Office, Metropolitan Wharf, London E1W 3SS

### ACTIONS SUMMARY

Item	Who?	Description	Due Date
2.1	Terry	Consult groups on the process for handling AGM motions (rolled over)	July Board
3.1	Ashok	Staff to pick up groups' concerns about their compliance with GDPR	July Board
5.1	All	Pass on relevant NGO contacts to Terry regarding safeguarding	ASAP
5.3	Terry	Table draft ToRs for the Safeguarding Working Group plus a report from its first meeting	July Board
6.2	Ashok	Staff to include more guidance on local alliance-building in the new, revised Local Groups' Handbook	No deadline
7.2	Terry and Rachel	Table the staff assessment regarding implementation of the recommendations of the Women & Cycling Working Group at both the latter and the Policy Forum. For feedback.	July Board
7.4	Terry and Amy	Attend the national Women & Cycling Conference and report back	September Board
7.5	Rachel	Advise staff on efficient ways to gather London-wide data on the percentages of women and men cycling	No deadline
8.1	Ashok	Send Neil, Terry and Christian word limits and copy deadlines for web articles regarding the 2018 trustee election	AGM copy deadline (tbc)
8.2	Rachel	Encourage Policy Forum members to stand for the Board	Next Policy Forum
8.3	Tom	Manage the process of pre-scrutiny of AGM motions	As set by Standing Orders
9.1	Terry	Re-table the rolled over item on governance	July Board
10.2	Simon and Ashok	Table proposals on delegated authorities	July Board

### MINUTES

**Present:** Rachel Aldred (Policy Forum Chair), Simon Clark (Treasurer), Amy Foster, Tom Harrison (C&AM Chair), James Heath (Business Committee Chair), Terry Patterson (Board Chair, and Chair of the Women & Cycling Working Group), Megan Sharkey, Neil Webster, Christian Wolmar

**Apologies:** Chris Kenyon

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

## 1. Declaration of Interests

- 1.1 No conflict of interests were reported.

## 2. Minutes of the 23<sup>rd</sup> March Meeting (Previously approved by email)

- 2.1 Item 10.2 (discussion at the Local Groups' Forum regarding the process for handling Emergency Motions to the AGM): not done. The Board affirmed that its preferred option was to make all such motions advisory to the Board, with appropriate mechanisms for taking the final decision and/or reporting back to the membership.

**Action:** Terry to conduct a consultation with groups by email.

- 2.2 Item 11.1: papers for noting were not listed and need to be added.

## 3. Chair's Report

- 3.1 The chair informed the Board that, as expressed at the recent Local Groups' Forum, a number of groups feel in need of more support to comply with GDPR.

**Action:** Ashok to convey this to the team for consideration.

- 3.2 The chair stated that she has been in correspondence with British Cycling and Cycling UK about safeguarding policies.

- 3.2 She also stated that she had been contacted by Stop Killing Cyclists, asking Ashok to handle the dialogue with them.

## 4. Reports by Committee Chairs: for Noting

- 4.1 The reports from the chairs of the Business Committee and Policy Forum were noted with thanks.

- 4.2 Tom informed the Board that the early May meeting of C&AM had been cancelled and replaced with a June meeting (to be scheduled).

## 5. Safeguarding

- 5.1 Terry said the liaison with other, similar organisations on how they approach safeguarding and what we may be able to learn is ongoing. She noted that direct comparisons are hard to find, as the organisations with the strongest relevant policies also work more directly with under-18s and adults at risk to a greater degree than LCC. She asked everyone to suggest any NGOs she could contact that more closely mirror LCC's characteristics.

**Action:** Everyone to pass on ideas and preferably contact names to Terry.

- 5.2 Terry particularly noted that we need to make sure clear and effective documented guidance is provided to groups, for example on managing led rides, and that safeguarding issues are properly reflected in the planned update of the Local Groups' Handbook.

- 5.3 Terry informed the Board that a number of activists with good, relevant expertise and experience in safeguarding matters had stepped forward to join the new Safeguarding Working Group, saying that this will have had its inaugural meeting (by email) by the time the Board next meets. The Board asked that Terry bring formal draft ToRs for the group to the next Board, as well as commentary from its first meeting.

**Action:** Terry to table draft ToRs and a commentary arising from the first meeting of the working group.

## 6. My Liveable London (2018 Local Elections Campaign)

- 6.1 Ashok referred to the analysis of how this campaign went, and of the current political situation, contained in the CEO and Campaigns Team sections of the Staff Report; he also referred to the meetings he has held or is due to hold with senior figures.
- 6.2 He summarised the follow-up actions due to be taken with our campaign partners, Living Streets, and thanked those local groups that had been enthusiastic in engaging borough-level party leaders. Terry expressed her pleasure at how well some LCC groups were doing in forming alliances.
- Action:** Ashok ask the team to include more guidance on forming local alliances to be included in the revised Local Groups' Handbook.
- 6.3 Ashok informed the Board that lessons from this campaign, as well as the analysis already made of the wider political/campaigning landscape and the environment for reaching/mobilising the public, will inform the our 2020 London Mayoral Election campaign. The groundwork for the latter will start in autumn 2018.

## 7. Women & Cycling Working Group

- 7.1 Ashok summarised the staff's assessment of what should take priority in implementing the group's recommendations, taking a view on the weight of impact and extent of resources needed. He said that in essence staff can work on those recommendations that relate to the operations of the team/the centre; but, some advice and data gathering aside, the staff capacity needed to pursue those recommendations that relate to local group work would eat substantially into the effort needed to deliver existing campaigning priorities. He could not justify this. The Board noted the staff assessment.
- 7.2 Aware that some of the recommendations require actions to be taken by the working group – which at present has no plans to reconvene – and by the Policy Forum, it was agreed that the staff assessment should be shared with those two bodies for feedback.
- Action:** Terry and Rachel to share the assessment with the working group and Policy Forum, feeding back their views to staff and the Board.
- 7.3 Ashok stated that in his experience organisational change to increase diversity, and to also make sure organisational policies and actions were more inclusive, is very dependent on strong "caucusing" within those organisations. Top down action by the Board and staff, whilst useful and context-setting, is probably not enough by itself.
- 7.4 Trustees noted the next national Women & Cycling Conference is due to be held in London on 20<sup>th</sup> September, agreeing that LCC should engage with it.
- Action:** Terry and Amy to reach out to the conference organisers, attend, and report back.
- 7.5 In relation to recommendation 1.4: Rachel said that gathering good London-wide data on the number of women and men cycling is actually easier than staff had thought and that she would offer advice on how to efficiently do this.
- Action:** Rachel to liaise with staff.

## 8. AGM & Board Elections

- 8.1 Neil, Terry and Christian agreed to write short pieces for the website on why they stood for the Board, encouraging others to do so.
- Action:** Ashok to send word limits and deadlines.
- 8.2 The Board noted with regret that Rachel will not be seeking re-election to the Board, and that in particular this means that a new Policy Forum Chair will be definitely be needed from October.
- Action:** Rachel to encourage Policy Forum members to consider standing for the Board.

8.3 The Board agreed that Ashok should decide which AGM motions should be tabled for committee scrutiny in line with Standing Orders (i.e. dealing directly with purely administrative motions), and that C&AM should manage the scrutiny process, passing motions on to other committees at the discretion of the C&AM chair.

**Action:** Tom to schedule a meeting of C&AM that fits in with the timetable set by Standing Orders and the website copy deadline.

**9. Governance**

9.1 This agenda item was rolled over.

**Action:** Terry to re-table at the next meeting.

**10. Risk Management**

10.1 The Board ratified the risk management paper that had been prepared by staff and approved by the Business Committee. James reminded the Board that further work was necessarily needed on the mitigation actions as this is an ongoing process and we don't have all the answers yet.

10.2 The Board discussed the current absence of formal paperwork on delegated authority.

**Action:** Simon to table a proposal on financial delegations and Ashok to table proposals on all other areas.

**11. Staff Report**

11.1 Noted.

**12. AOB**

12.1 The chair gave her congratulations to Rachel on her recent academic presentation on road injury statistics.

Signed as a true and accurate record by:

(Chair).....

On.....