

# LONDON CYCLING CAMPAIGN

## Board Meeting, 24<sup>th</sup> July 2019

LCC Office, Metropolitan Wharf, London E1W 3SS

### ACTIONS SUMMARY

Item	Who?	Description	Due Date
3.1	Terry, Amy, Ashok	Expedite implementation of the ED&I plan	Ongoing
3.2	James, Ashok	Expedite constitutional proposals for Board approval by email	By the AGM paperwork deadline (6 <sup>th</sup> Sept.)
8.1	All	Continue with outreach to potential Board election candidates	As above
9.1	Megan	Policy Forum to take oversight of implementation of prioritised recommendations of the Women & Cycling Working Group	Ongoing

### MINUTES

**Present:** Simon Clark (Treasurer), Chris Kenyon (from item 8), Terry Patterson (Board Chair), Matt Sparkes

**Online:** Megan Sharkey (Policy Forum Chair; C&AM Co-Chair), Neil Webster

**Apologies:** Amy Foster (C&AM Co-Chair), James Heath (Business Committee Chair), Christian Wolmar

**Absent:** None

**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, gave an update on the rollout of LCC's new safeguarding procedures following his presentation at the last Board meeting. He reminded trustees that as well as managing risk at the local level, we also aim to have the centre ready to bid for relevant new service delivery contracts.
- 2.2 Regarding training: a half day session will be set up for senior staff and trustees, with refreshers every three years for trustees and at a frequency to be determined for senior staff.
- 2.3 Stewart noted that we are still in the process of understanding the full nature of activities being run by LCC groups, and that he personally is contacting those groups that historically have done the most independent, grant-funded local service delivery and/or project work.
- 2.4 He added that we will shortly designate a manager to be his safeguarding deputy and will alert the Board to who person that is; and that a wider-ranging set of risk management guidance will shortly go out to groups.

- 2.5 The Board noted that governance questions arise when LCC groups lead and/or participate in local coalition-based work, and that staff are looking into this as part of the guidance above.

### 3. Minutes of the 22<sup>nd</sup> May Meeting (previously approved by email): Actions and Matters Arising

- 3.1 It was noted that there were delays in moving forward the Equality, Diversity & Inclusion Plan and that this should be expedited.

**Action:** Terry, Amy and Ashok to convene the working group before the next Board and report back.

- 3.2 It was similarly noted that there were delays in moving forward the proposed constitutional changes and that this too should be expedited.

**Action:** James and Ashok to prepare the necessary paperwork for approval by email in time for inclusion in the AGM notices.

### 4. Chair's Report

- 4.1 There were no matters to report.

### 5. Committee Chairs' Reports

- 5.1 Report of the Co-Chairs of C&AM: to follow.  
 5.2 Report of the Chair of the Policy Forum: noted  
 5.3 Business Committee Chair's report: replaced by the audit paperwork.

### 6. Audit: Accounts & Narratives for 2018-2019

- 6.1 The Treasurer, Simon Clark, introduced the accounts, narratives and Letter of Representation. He said that the charity had been given a clean bill of health by the auditors, BDO, who did not feel the need to attend the Board (adding that he and staff had met the audit partner at the start of the process).
- 6.2 He said that the Business Committee is therefore recommending the approval of the accounts and narratives by the Board.
- 6.3 Regarding LCC groups: Simon added that the two LCC groups that had been visited this year were Southwark and Enfield, and that proper procedures appear to be in place at a group level. He noted that a few minor matters relating to groups had been raised in the Management Letter and that staff will be addressing them directly with those concerned. He also noted that staff are currently investigating the restrictions attached to certain historic reserves; and that beyond that guidance will soon be sent to groups to help them spend unrestricted reserves that are above the level realistically needed. This guidance will be especially focussed on public outreach, capacity-building, and LCC's upcoming climate change campaign, and will be overseen by C&AM.
- 6.4 A number of items were addressed as follows:
- **Reserves:** The Business Committee's proposal to increase the target reserve from £125k to £140k was agreed on the basis of the Simon's cash risk analysis paper.
  - **Going Concern:** in line with what is now required of trustees (i.e. on top of the statement of Going Concern in the accounts), the Board formally confirmed its view the LCC remains a going concern.

- **Declarations:** Ashok confirmed for the record that all the declarations made in the Letter of Representation were true to the best of his knowledge.
- **Trading company:** Simon confirmed that the directors (Christian, Ashok and himself) had approved the company’s accounts and resolved to make the stated Gift Aid fund transfer to the charity.

6.5 Simon thanked staff for their work in helping the audit run smoothly; the Board added its thanks and expressed trustees’ gratitude to Simon for his excellent oversight and paperwork.

6.6 The Chair, Terry Patterson, and the Treasurer, Simon Clark, signed the accounts.

**7. AGM & Board Election 2019**

7.1 The timeline for the AGM and Board Election 2019n was approved.

**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. Women & Cycling Working Group Recommendations**

9.1 Ashok said that the analysis by staff of which recommendations by the Women & Cycling Working Group to prioritise, and how, was being re-presented to the Board because limited progress was being made. For example, while staff are continuing to address areas ranging from the magazine to external representation, analysis of matters like staff recruitment data and improving our approach to recruitment has still not been done.

**Action:** It was agreed that the Policy Forum should look again at this matter with a view to adopting an oversight role.

**10. Staff Report**

10.1 Noted.

**11. AOB**

11.1 None.

Signed as a true and accurate record by:

(Chair).....

On.....