

# LONDON CYCLING CAMPAIGN

## Board Meeting, 25<sup>th</sup> September 2019

LCC Office, Metropolitan Wharf, London E1W 3SS

### MINUTES

**Present:** Simon Clark (Treasurer), Amy Foster (C&AM Co-Chair), James Heath (Business Committee Chair), Terry Patterson (Board Chair), Matt Sparkes, Neil Webster, Christian Wolmar

**Online:** Megan Sharkey (Policy Forum Chair; C&AM Co-Chair, from item 6)

**Apologies:** None

**Absent:** Chris Kenyon

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

#### 1. Conflict of Interests

1.1 No conflict of interests were reported.

#### 2. Minutes of the 24<sup>th</sup> July Meeting (previously approved by email): Actions and Matters Arising

- 2.1 Equality, Diversity & Inclusion Plan: rolled over due to problems with setting a meeting date.
- 2.2 Women & Cycling Working Group recommendations: rolled over.
- 2.3 There were no matters arising not already covered on the agenda.

#### 3. Chair's Report

- 3.1 No matters to report.
- 3.2 Several trustees reported that they could not trace their e-ballot forms for the Board election.  
**Action:** Ashok to resolve and ask the membership team to check for any systematic errors.

#### 4. Finance

- 4.1 The Treasurer, Simon, reported that the Business Committee had expressed its worries over the August Management Accounts. They show a £16k deficit year-to-date, with a forecast deficit of £20k (against a budget surplus of £10k). He noted that the forecast assumes that we will be on budget for the remainder of the year; there has to be a question mark over this given performance to date.
- 4.2 The fundamental reason for the deficit is problems the Projects Team has had in winning business; membership-related income is on track and Ashok is confident that planned activities by Partnerships & Fundraising will bear fruit.
- 4.3 The Business Committee Chair, James, joined Simon in saying that on the basis of Ashok's assessments of current and future plans the committee was satisfied that we should do nothing at this stage and give team a few more months to see if the situation can be retrieved; but that we should be prepared for significant belt tightening in the next financial year if this does not transpire.

- 4.4 Simon stressed that we are talking about fine margins i.e. swings of +/- £20k in a budget of over £1m; but with the reserve at around £120k – lower than required by policy – a negative swing of even this relatively amount can have a big impact on our exposure to risk.
- 4.5 Simon and James concluded by saying that the Business Committee will meet just before the AGM to look at the latest figures and the revised plan that Ashok and the Projects Team are creating.

## **5. Committee Chairs' Reports**

- 5.1 These were noted.

## **6. AGM & Board Election 2019**

- 6.1 The Board agreed that James would move Special Resolutions 1-3 and that Megan would move Special Resolution 4.
- 6.2 It agreed the running order for motions should be: finance motions, special resolutions then ordinary motions.
- 6.3 It also discussed the motions that had been tabled by members and amended via the normal scrutiny process.

## **7. Risks**

- 7.1 Ashok presented the table of top risks and mitigations, highlighting the changes that had recently been made. This was approved.

## **8. CEO's Performance Review**

- 8.1 Terry reported that she had met with Ashok to agree the new reporting and assessment matrix, and that Ashok had entered the proposed metrics (largely based on the 2019-2020 Business Plan and Budget). The matrix and metrics were approved subject to an additional column to be added on "what went well", with trustees noting that an R-A-G approach would generally suffice for reporting performance.
- 8.2 The Board agreed that, formally, the review should be conducted by the Board's HR lead as well as the Chair.
- 8.3 Ashok proposed that the review cycle should match the Budget and Business Plan cycle; this was agreed.

## **9. Co-Options**

- 9.1 The Board agreed to recommend to the incoming Board (post-election) that it co-opt Megan (so as to continue the activist development work she has been undertaking on its behalf).

## **10. Standard Presentation to Groups**

- 10.1 The Board commended Megan on the standard presentation to groups prepared by Megan (covering a systematic process by which LCC Groups can improve their effectiveness).
- 10.2 Trustees felt that the presentation may need to be tailored to individual groups according to their current state of effectiveness and that, rather than being delivered by trustees (who have a broader

role and relationship with members and groups), it may be better if it was delivered by the embryonic activist network; it also felt that the training may be best delivered as a single day of workshops at a central location with all groups being invited to attend.

- 10.3 The Board thanked Megan for her efforts and looked forward to hearing what the upcoming Local Groups’ Forum feels is best in terms of delivering this training.

**11. Diversity**

- 11.1 The Board thanked Megan and Amy for their paper on diversity within LCC, with its particular focus on BAME participation in the charity at all levels. It reconfirmed that the current top priority should still be gender balance, noting that progress had been made at the Board and staff level, and with some LCC Groups (who have made a lot of effort in this area); but it also agreed that like a lot of charities LCC still is not as representative of the wider community as it should be.
- 11.2 The Board discussed the various ways in which BAME under-representation could be addressed, including by learning from other charities and campaign organisations, and agreed that this is a discussion that will need to continue (noting that a subgroup will meet before the next Board to look at LCC’s Equality, Diversity and Inclusivity plan, and that diversifying our activist base will be a standing item at C&AM).

**12. Staff Report**

- 12.1 Noted.

**13. AOB**

- 13.1 Christian confirmed that he is formally representing LCC on the Heathrow Area Transport Forum.

Signed as a true and accurate record by:

(Chair).....

On.....