

## LONDON CYCLING CAMPAIGN

### Board Meeting, 26<sup>th</sup> September 2018

LCC Office, Metropolitan Wharf, London E1W 3SS

#### ACTIONS SUMMARY

Item	Who?	Description	Due Date
2.1	Terry	Seek a co-option to the Board to cover the Women & Cycling portfolio	Next meeting
7.1	Amy and Ashok	Table a discussion at C&AM on ways to give the advocacy work done by the centre better visibility amongst activists	Next C&AM
8.1	Terry	Send governance documents to Amy to include in the trustee induction pack	Next meeting
9.1	Terry	Ask the Ramblers for permission to adapt and adopt their Safeguarding policy	Next meeting
9.2	Megan	Draft amendments to the Ramblers policy to adapt it for use by LCC	Next meeting
9.2	Terry	Liaise with Cycling UK regarding its safeguarding policies and procedures	Next meeting
9.3	Terry	Stand down the Safeguarding Working Group and thank its members	Next meeting

#### MINUTES

**Present:** Simon Clark (Treasurer, from Item 9), Chris Kenyon (from Item 9), Amy Foster (C&AM Chair), Tom Harrison, Megan Sharkey, Terry Patterson (Board Chair), Neil Webster

**Apologies:** Rachel Aldred (Policy Forum Chair), James Heath (Business Committee Chair), Christian Wolmar

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

#### 1. Declaration of Interests

1.1 No conflict of interests were reported.

#### 2. Minutes of the 26<sup>th</sup> July Meeting (previously approved by email): Actions and Matters Arising

2.1 Recommendations of the Women & Cycling Working Group:

- Amy reported that the Group wishes to continue but there is as yet no volunteer to chair it; and that the Group had taken no view on the staff analysis on implementing its recommendations.
- Given this, the Board agreed that it would take the final view on the analysis, and Terry said that she would seek a co-optee to the Board who would be able to hold this portfolio.

**Action:** Terry to seek a suitable Board co-optee.

### 3. Chair's Report

- 3.1 Terry reported that she had taken no Chair's Actions and undertaken nothing other than the normal Chair's business, adding that she had spoken at the protest LCC had put on at Holborn in August.

### 4. Reports by Committee Chairs

- 4.1 Megan agreed to be appointed by the Board to replace Tom as chair of LCC's Infrastructure Advisory Panel (IAP), as recommended by C&AM. The Board recorded its thanks to Tom for skilfully negotiating the setting up of the IAP.
- 4.2 Following the recommendation of the Business Committee, the Board agreed that the "Purpose" section of the latter's Terms of Reference should be amended to read:

*"The Business committee is delegated by the Board to oversee the organisation's finance performance and activities, as well as helping to identify and qualify new strategic financial opportunities; and to oversee legal and regulatory compliance. It will have specific responsibility for ensuring that LCC's finances are being well-managed, and its legal and regulatory obligations met, based on the reports provided to the committee by the CEO and other staff. It will refer serious risks or problems to the full Board, recommending remediations to the latter for its approval."*

### 5. Financial Delegations

- 5.1 The Board approved the schedule of financial delegated authorities proposed by Simon, adding that it would be helpful if a summary table could be added.
- 5.2 The Board expressed its thanks to Simon and Ashok for preparing the document; and, whilst it was on the subject, to also send its thanks and best wishes to Chris Evans (finance officer) on his retirement.

### 6. CEO Annual Performance Pro Forma

- 6.1 The Board approved the new pro forma for the annual assessment of the CEO proposed by Terry and Ashok, adding that it should be formally reviewed in 12 months' time.

### 7. AGM Motions

- 7.1 The Board noted that the scrutiny of AGM motions has been conducted successfully, thanking Amy and Ashok. It agreed with the view that better means should be found to increase the visibility of the advocacy work of the centre with activists.

**Action:** Amy and Ashok to table this issue at C&AM.

### 8. Board Induction

- 8.1 Terry agreed to send Amy any governance documents to add to the new trustee induction pack.

**Action:** Terry.

### 9. Safeguarding

- 9.1 The Board agreed that there is a spectrum of different risks between (a) not allowing those aged 18 or under, or vulnerable adults, to participate unaccompanied in LCC activities (e.g. losing the

opportunity to bring new blood into the charity) and (b) adopting complex policies and procedures to allow those aged 16-18 to do so unaccompanied.

9.2 The Board agreed to maintain the current situation, i.e. (a), but to seek legal advice on the risks associated with different types of potential mitigations to allow (b). It also agreed that the Chair should seek permission from the Ramblers to adapt their safeguarding policy and, in the meantime, that Terry should examine the Cycling UK policy and ask the names of their lawyers.

**Actions:**

- Terry to seek permission from the Ramblers and engage Cycling UK
- Megan to draft amendments to the Ramblers Safeguarding policy to adapt it for use by LCC

9.3 Because of the above decision that it should take direct control of drafting LCC’s new Safeguarding policy, the Board agreed to stand down the Safeguarding Working Group.

**Action:** Terry to inform and thank the Group for its work.

**10. Mayoral Announcements**

10.1 The Board discussed the incorrect use of the terms “protected space” and/or “infrastructure” in the Mayor’s recent cycling announcements; it expressed its concern that a misleading impression of progress is being given by the GLA and TfL to the public and that the Mayor may have been poorly briefed. Ashok confirmed that he is liaising with the Mayor’s team regarding this.

**11. Staff Report**

11.1 Noted with thanks.

**12. AOB**

12.1 None.

Signed as a true and accurate record by:

(Chair).....

On.....