

LONDON CYCLING CAMPAIGN

Board Meeting, 27th March 2019

LCC Office, Metropolitan Wharf, London E1W 3SS

ACTIONS SUMMARY

Item	Who?	Description	Due Date
3.1	Megan	Approach ombudsman regarding the DfT Road Traffic Offences Review	Rolled over
6.3	Megan & Chris	Produce a schedule of actions for staff to consider to support the activist development initiative	Next meeting
7.1	Megan	Use the Campaigners' Conference to help promote the 2019 Board election	5 th June
7.2	Ashok	Arrange office visit and drinks reception for potential election candidates	If required
8.4	All	Read and adhere to the new LCC Safeguarding Policy & Guidance	Immediate
8.5	Ashok	Circulate safeguarding policy/guidance implementation plan and materials	When drafted
8.6	Chris	Send Ashok the safeguarding material he has access to	Immediate
9.1	Ashok	Update the timelines of the implementation plan for the Women & Cycling Group recommendations	Next meeting
11.1	Ashok	Bring the Westrans project in line with the newly adopted Safeguarding Policy and Guidance.	Immediate
11.2	Amy and Ashok	Update Equality & Diversity Plan	Next meeting

MINUTES

Present: Simon Clark (Treasurer), Amy Foster (C&AM Co-Chair), Chris Kenyon (from item 5), Terry Patterson (Board Chair), Megan Sharkey (Policy Forum Chair; C&AM Co-Chair), Neil Webster, James Heath (Business Committee Chair),

Apologies: Matt Sparkes, Christian Wolmar

In attendance: Ashok Sinha (CEO)

1. Conflict of Interests

1.1 No conflict of interests were reported.

2. Minutes of the 19th December Meeting (previously approved by email): Actions and Matters Arising

2.1 Item 4.1 (Approach to ombudsman/Road Traffic Offences Review): ongoing.

- 2.2 There were no other outstanding actions or matters arising not already covered by the agenda

3. Chair's Report

- 3.1 Terry reported on group-related matters that she had dealt with.

4. Committee Chair's Reports

- 4.1 The report of the Co-Chairs of C&AM was noted.
4.2 Report of the Chair of the Policy Forum: to follow
4.3 Business Committee Chair's report: replaced by the Budget item (below)

5. 2019-2020 Budget

- 5.1 Ashok presented the proposed 2019-2020 Budget, noting that it had been approved for tabling by the Business Committee. He thanked the Treasurer and Chair of the Business Committee for their important contributions to the development of the Budget.
- 5.2 He noted that despite a very considerable reduction in expected income in one particular area, he expected LCC to finish on budget (a £10k surplus) for 2018-2019 (with a total income of just over £1million); this provides a good platform for the forthcoming financial year, and the new budget proposes another £10k surplus for 2019-2020.
- 5.3 He also noted that as well as recovering from the above setback to still fulfil the 2018-2019 Budget, two new posts had been created in the Campaigns Team as a result of some fundraising successes. He commended the excellent work done by staff to over-deliver on some planned areas of income generation, and capitalise on new opportunities that arose.
- 5.4 Ashok then gave a short explanation of the thinking behind the new Budget in each of the areas of the 2019-2020 Business Plan (also approved for tabling by the Business Committee, and to which he referred trustees for more detail). Much will depend on the planned new signature advocacy campaign that LCC plans to run in 2019-2020, upon which (for example) the bulk of the new sponsorship target and improved performance in respect of membership/individual giving will depend.
- 5.5 He concluded by informing the Board that some major contracts had already been won by the Cycling Projects team, giving us momentum as we head into the new financial year.
- 5.6 Simon (Treasurer) and James (Business Committee Chair) both affirmed that they and the rest of the Business Committee considered this to be a good Budget and Business Plan, with a positive but prudent level of ambition. Simon evinced hope that we would be able to outperform it, taking a sensible approach to balancing the need to continue to replenish our reserve and releasing funds for expanded campaigning.
- 5.7 Terry singled out the heartening development of the Patrons' Network as being particularly welcome and commendable, thanking staff for their endeavours.
- 5.8 The Board **approved** the new 2019-2020 Budget.

6. Activist Development

- 6.1 Megan introduced this discussion by informing the Board that the annual group survey results are in and some of the bedrock is (or shortly will be) in place (e.g. the new, substantially revised Activist's Handbook and the new IAP handbook). She said that things are "ticking along" with further, face-to-face engagement to occur at the upcoming Local Groups' Forum and early Summer Campaigners' Conference.

- 6.2 Chris explained that he had conducted a number of meetings with staff and activists to look at what is currently being achieved to identify potential new activists and encourage/facilitate new/existing activists to deepen their engagement.
- 6.3 In particular Chris noted that there are some areas where potentially simple work could be done (or paid for – e.g. development of our database/CRM platform) that would bring a substantial return over investment. Megan concurred and on Ashok's request both agreed to produce a schedule of work.
Action: Megan and Chris to produce a schedule of improvements for Ashok to consider with staff.
- 6.4 Ashok thanked Megan and Chris; he noted that the division of labour agreed at the Board Awayday was that staff would continue to concentrate on existing/central strategic priorities, and trustees would take up the long-standing but highly important question of catalysing a self-supporting activist development network. When the admin support the latter will require becomes clearer, Ashok can ringfence an appropriate level of budget.
- 6.5 Terry thanked Megan and Chris, requesting a written report when the matter is next discussed.

7. Board Election 2020

- 7.1 Trustees gave a roundup of their actions to encourage suitable candidates to step forward for election to the LCC Board in October.
Action: Megan to use the Campaigners' Conference to further canvass for candidates.
- 7.2 The Board agreed with Ashok's suggestion that we could run an office visit and drinks reception for people interested in standing.
Action: Ashok to pursue this on request.

8. Safeguarding

- 8.1 Ashok introduced the final draft of the new LCC Safeguarding Policy and Guidance, reminding trustees that the bulk of it had already been agreed (i.e. the main section referring to groups and participants) and that the sections on Trustees and Staff were the new material to be considered.
- 8.2 The Board approved the document subject to clarifying section 1.1 (the age of adulthood).
- 8.3 The Board agreed with the suggestion previously made by Simon that we should create an annual policy/procedural compliance checklist, to be returned by LCC Groups in parallel with their financial returns and declarations. Simon also suggested that spot checks be conducted, rather like the visits now being made each year by the auditors to two selected groups.
- 8.4 Trustees were asked to read and abide the policy and guidance, in particular section 2.3 (reporting serious incidents to the Charity Commission).
Action: all trustees to read the final document and adhere to its guidance.
- 8.5 Ashok informed the Board that staff are currently working on an advice, training and reporting plan, with associated materials; and that he would circulate this to the Board when ready.
Action: Ashok to circulate.
- 8.6 Chris offered to circulate useful Safeguarding material to which he has recently gained access.
Action: Chris to send to Ashok.

9. Women & Cycling Working Group Recommendations

- 9.1 This item was brought back to the Board for ratification of the staff proposal regarding implementation of the recommendations made by the LCC Women & Cycling Working Group (now stood down). The Board approved the proposal.

Action: Ashok to update the timelines and proceed accordingly.

10. Staff Report

10.1 None this meeting (replaced by the new 2019-2020 Business Plan).

11. AOB

11.1 Westrans project re-tender: Ashok noted that over the past two years we have been conducting cycling promotion work on further and higher education campuses in west London under contract to Westrans; and that during this time the project has not (by definition) been in compliance with this newly agreed policy. The Board asked for urgent assurance that project continuation would only be under the terms of the new Safeguarding Policy and Guidance.

Action: Ashok to pursue.

11.2 Ashok alerted the Board to the fact that its Equality & Diversity Plan had fallen somewhat into abeyance and needed updating/pursuing (for a variety of specified reasons).

Action: Ashok and Amy to update the Plan.

Signed as a true and accurate record by:

(Chair).....

On.....