

LONDON CYCLING CAMPAIGN

Board Meeting, 28th July 2020

Held by videoconference

ACTIONS SUMMARY

Item	Who?	Description	Due Date
2.2	Terry	Convene HRC	Before the next Board meeting
3.2	Megan	Table a Policy Forum analysis of LCC's Key Priorities for the next 12 months	
6.2	Megan	Table Policy Forum view on pan-London campaigning	Next Board
7.1	Ashok	Contact the Charity Commission regarding temporary rule changes to facilitate a virtual AGM	ASAP

MINUTES

Present: Aidan Chisholm, Simon Clark (Treasurer), James Heath, Stuart Kightley, Eilidh Murray, Terry Patterson (Chair), Megan Sharkey, Sarah Strong, Christian Wolmar

Apologies: Pearl Ahrens, Amy Foster (Vice-Chair), Matt Sparkes

In attendance: Ashok Sinha (CEO)

1. Conflict of Interests

1.1 No conflict of interests were reported.

2. Chair's Report & Actions

2.1 Terry asked committee chairs to make sure their reports are tabled alongside the agenda and other papers i.e. one week before each meeting. She also reminded them to use the reporting template provided.

2.2 Referring to the note on HR that she and Christian tabled, Terrys added that:

- The next iteration of the Equalities, Diversity & Inclusion Plan remains long overdue and that HRC will convene soon to address this.
- HRC will also develop formal pay grade criteria and potentially streamline the structure of "spine points" on the payscale.
- A complaint process regarding an LCC member is ongoing.

Action: Terry to convene HRC before the next Board meeting.

3. Minutes of the 12th May 2020 Meeting (previously approved by email): Actions and Matters Arising

- 3.1 CRB checks on staff have been triggered. If any matters of concern arise from these, they will be brought to the Board.
- 3.2 Policy Forum: Megan has asked the PF to review the Key Priorities for the next 12 months to sense check them and establish if there are any policy implications and their priority order
- Action:** Megan to bring a paper to the next Board.

4. Audited Accounts & Narratives 2019-2020

- 4.1 As Treasurer, Simon introduced the audit paperwork, saying we have been given a clean bill of health with only some minor housekeeping points, the rectification of which staff have in hand.
- 4.2 Simon noted that the audit had been achieved to the original, pre-Covid-19 timetable, despite the difficulties of lockdown and with a new auditor. He gave his thanks to Dave Sellers (Finance), and to the other staff that helped.
- 4.3 He then asked if, on the basis of the paper he had tabled, the Board agreed the charity remains a **going concern. This was agreed unanimously.**
- 4.4 Trustees also **agreed unanimously** that Simon should sign the **Letter of Representation**, and that he and Terry should sign the **accounts**.
- 4.5 Finally, Simon noted the he and Ashok agreed that from now on each Trustees' Report should be more closely structured around the Key Priorities for the coming 12 months as stated in the previous year's report.
- 4.6 James reminded the Board that, despite some tough times mid-year, the charity still posted a small surplus. Terry and the remaining trustees thanked Simon warmly for all his work on the audit, staff for all their efforts to effect a recovery from a potentially damaging drop in finances, as well as the Business Committee for itself for maintaining oversight during this whole process.
- 4.7 In response to a question from Eilidh, Simon confirmed that in his view proper segregation of financial duties was in place in the staff team (e.g. in respect of authorising banking transactions); and although there is potentially some risk at the group level, that risk is small and not material. He reminded trustees that every year two LCC groups are also audited, and that auditors have so far not raised any concerns.

5. Micromobility

- 5.1 Ashok noted that he had originally expected a short, high level policy summary when he originally asked Megan and the Policy Forum to investigate and establish a policy position for LCC regarding e-scooters and micromobility; instead the PF has produced a high quality, in-depth, extensive research paper that is now widely read. He thanked and congratulated Megan, Pearl and the rest of the Forum.
- 5.2 Ashok added that he is representing LCC on a new London Micromobility Group, convened by Centre for London and comprising NGOs, mobility businesses and transport consultancies. LCC's intention is to make sure the group's purpose is to advocate the role the cycling and new micromobilities can together play to help achieve mass mode shift away from unnecessary car journeys, with all the attendant benefits. He also noted that LCC will stand firm in saying that use of cycle lanes must be based on technical limitations on e-scooters (and future micromobility technologies) that make them manoeuvre in a similar way to cycles and present similar (i.e. low) risks to people cycling.
- 5.3 He also summarised for the Board his understanding when a new by law will be in place (organised by TfL with boroughs) to govern e-scooters trials in London.

- 5.4 Megan informed the Board that the Policy Forum paper was now part of the reading for a transport course at the University of Glasgow; and that the next tasks for the Forum are to:
- Produce a one-page list of questions that LCC would like to see the new e-scooters address, particularly to inform future legislation (e.g. data on the use of cycle lanes).
 - Investigate parking problems and solutions, noting the potentially large number of shared e-scooters arriving in London on top of existing shared e-bike provision.

6. Charitable Objects

- 6.1 The Board had a full and wide-ranging discussion about LCC's continually evolving campaign and advocacy. It paid special attention to the limits placed by LCC's Charitable Objects and the particular context presented by the Covid-19 crisis. Trustees agreed that reviewing our Objects and activities in relation to pursuing them as an ongoing process.
- 6.2 The Board discussed whether LCC's advocacy and grassroots work fairly serves the needs of every community in London, posing the question as to whether special investment is needed in Outer London (alongside the targeted action being taken in Central London). This discussion is to be continued at the next meeting.

Action: Megan to bring a paper on pan-London campaigning policy to the next Board.

7. AGM 2020

- 7.1 The Board considered Ashok's AGM options paper, which takes into account present and potential future Covid-19 restrictions. It noted that the AGM would normally be held in October, and that the latest it can be held is 16th January.
- 7.2 It agreed that: the 2020 AGM should be should occur in **October**, rather than being postponed in case lockdown conditions are further eased (Simon, James, Stuart, Eilidh, Aidan, Sarah and Megan in favour; Christian against, and Terry abstaining); and that the AGM should be **virtual**, rather than physical (James, Stuart, Aidan and Sarah in favour; Simon and Christian against, with Terry and Megan abstaining).
- 7.3 New rules will be required for managing business at a virtual AGM. The latter would require a suspension of AGM Standing Orders (if accepted by the Charity Commission). The Board also agreed to keep open the option of switching back to a physical AGM if the situation permits.

Action: Ashok to contact the Charity Commission about suspension of specific Articles and AGM Standing Orders.

8. Staff Report

- 8.1 Noted with thanks to Staff.

9. AOB

- 9.1 None.

The meeting was closed.