

LONDON CYCLING CAMPAIGN

Board Meeting, 1st February 2021

By Videoconference

MINUTES (Actions highlighted)

Present: Pearl Ahrens (from item 2), Aidan Chisholm, Simon Clark, Sylvia Gauthereau (from item 3.6), James Heath (6.2), Eilidh Murray, Terry Patterson, Kris Sangani, Sarah Strong, Christian Wolmar (from item 3.6)

Apologies: Stuart Kightley

In attendance: Ashok Sinha (CEO), and Stewart Dring (Cycling Projects Manager) until item 4

1. Welcome from the Chair

1.1 The Chair ran through the agenda and asked if there were any items for AOB.

2. Declarations of Interests

2.1 None.

3. Equality, Diversity and Inclusion

3.1 Stewart Dring (Cycling Projects Manager) introduced the draft new EDI Plan.

3.2 He referred trustees to the company we will be using to provide initial advice and training plus a toolkit.

3.3 Trustees discussed the value of learning from other charities' statements of values and objectives.

3.4 Stewart ran through the programme of training and workshops for staff, trustees and activists; and also our data collection methods.

3.5 He also ran through the list of recommendations in the EDI Plan, including co-opting expert BAME people to the Board and setting up a standing EDI committee to oversee this work; and whether a BAME group analogous to the Women & Cycling Working should be established.

3.6 Following a question from Aidan, Stewart explained that a new LCC BAME group (or groups), analogous to existing LCC groups, would help inform LCC policy (via the proposed EDI committee).

3.7 Kris underscored that the diversity of BAME communities wouldn't be well reflected in a small number of co-options, so a careful choice/prioritisation would need to be made.

3.8 He also stressed the desirability of potentially affiliating non-LCC BAME, faith-based and other groups within the LCC family. Stewart noted that this is part of the medium term plan as part of the "LCC Community Affiliate" offering.

3.9 Eilidh gave the example of how the Islington LCC Group was already liaising closely with the local Joy Riders group.

3.10 Sylvia made the point that we should learn as much as possible from other cycling NGOs.

3.11 Responding to a question from Eilidh, Stewart confirmed that we are talking with the Hackney LCC group about their local initiatives to involve families more, which may inform how to update our family membership.

- 3.12 Terry underlined that we must do this work well, and not compromise effectiveness by trying to go too far, too soon. She said that she and Stewart are going to map the Plan into a 12 month calendar of actions with named responsibilities.
- 3.13 Terry concluded the discussion by thanking Stewart, who then left the meeting.

4. Minutes of the 1st February Meeting (previously agreed by email) – Actions Tracking

- 4.1 There were no matters arising that are not already on the agenda.

5. Chair's Report

- 5.1 No Chair's actions had been taken since the last meeting.
- 5.2 Terry mentioned the liaison she had been undertaking with an LCC group concerning the death of a cyclist in their area in a road collision.

6. Staff Report – Matters Arising not covered by the Agenda

- 6.1 Because staff time has recently been concentrated on producing the new draft budget and narratives, plus drafting the new 2021-2022 Strategic Plan, no written Staff Report was tabled this month (with permission from the Chair).
- 6.2 Ashok gave a verbal report, focussing on the launch of the new website and the relaunch of LCC's "Climate Safe Streets" Mayoral Election campaign.
- 6.3 Kris said that, when recruiting, we should make sure we are advertising in a way that reaches as many BAME candidates as we can. Ashok confirmed that we had received some pro bono advice on inclusive recruiting which we will put into action as part of the new EDI Plan.

7. Reports from Committee Chairs

- 7.1 Reports from committee chairs were noted.

8. Budget 2021-2022

- 8.1 Simon introduced the budget, saying that the Business Committee had asked Ashok and the team to come up with a realistic but optimistic budget.
- 8.2 As well as the obvious dangers of being too optimistic, he raised the danger of responding to risk in a too pessimistic way, which would necessarily entail making painful cuts now that may later prove to have been unnecessary. He and the Business Committee felt that the team had got the balance about right.
- 8.3 Simon drew trustees' attention to the major area of increased spending i.e. staff time. This is a continuation of the expanded campaigning capacity we were able to achieve in 2020-2021.
- 8.4 He also reminded the Board that we have a clear process of forecasting our financial position and assessing risk, with a schedule of contingencies to be deployed as needed.
- 8.5 Simon concluded by turning to the reserve, saying that we have got closer to the target level this year, and that the new budget will get us closer still. However the expanded expenditure may mean that the reserve target may need to be raised. This is something to look into in due course.

- 8.6 In response to questions from trustees, Ashok confirmed that our current office lease is up for renewal in November 2022; and that work would start in the autumn to understand our future needs, taking into account likely increases in homeworking (compared to pre-Covid-19), even after pandemic-related restrictions are lifted.
- 8.7 Eilidh asked about Gift Aid: Simon explained how we are seeking to secure more Gift Aid declarations from existing members, now that we have started claiming again; and also reminded trustees of the rules around member benefits.
- 8.8 The budget was approved, and Terry thanked staff (particularly Dave Sellers, Senior Finance Officer), Simon, James, and the Business Committee for their hard work.

9. HR

- 9.1 The Board and CEO considered various HR matters that had arisen.

10. June Board Meeting

- 10.1 This was rescheduled to 22nd June, and will be an in-person meeting, should Covid-19 restrictions permit.

11. Strategic Plan 2021-2024

- 11.1 Deferred due to lack of time. The Plan will now go through committees (as originally planned) before being re-tabled at the June Board.

12. KPIs 2021-2022

- 12.1 Deferred to next meeting due to lack of time.

13. AOB

- 13.1 It was agreed that link trustees should not in general co-ordinators of their own groups.
- 13.2 The Board discussed the wellbeing of staff with Ashok, who updated them

The meeting was closed.

DONM: Monday 22nd June.