

LONDON CYCLING CAMPAIGN

Board Meeting, 31st October 2018

LCC Office, Metropolitan Wharf, London E1W 3SS

ACTIONS SUMMARY

Item	Who?	Description	Due Date
5.1	Terry	Ensure absent trustees sign the Board Code of Conduct and complete the Declaration of Interests form	Immediate
7.1	Terry	Terry check/update the skills audit form and send to trustees	Immediate
8.1	Terry	Seek a co-option to the Board to cover the Women & Cycling portfolio	Rolled over from last meeting
8.1	Terry	Liaise with Cycling UK regarding its safeguarding policies and procedures	Rolled over from last meeting
9.2	Megan	Circulate the draft new LCC Safeguarding policy	Next Meeting
10.1	Terry	Determine the best allocation of Group clusters to trustees and circulate	Next Meeting
10.1	Megan	Draw up a standard reporting template for visits to Groups by trustees	Next Meeting
12.1	Terry	Table a discussion of all extant AGM Resolutions at the Board Awayday	Awayday

MINUTES

Present: Simon Clark (Treasurer), James Heath (Business Committee Chair), Terry Patterson (Board Chair), Megan Sharkey (from item 3), Matt Sparkes, Neil Webster, Christian Wolmar

Apologies: Chris Kenyon, Amy Foster,

In attendance: Ashok Sinha (CEO)

1. Conflict of Interests

1.1 No conflict of interests were reported.

2. Chair's Report

2.1 Terry reported that no Chair's Actions had been taken since the last meeting.

2.2 She added that she is in dialogue with one potential candidate to fill the vacancy on the Board (elected Trustees category) and will seek the Board's ratification if this bears fruit.

2.3 Terry is also in dialogue with a member regarding making public the annual declaration of interest signed by trustees. (This is distinct from call for notification of conflicts of interests made at the start of every Board meeting, which appears in the published minutes.)

OFFICER ELECTIONS & COMMITTEE MEMBERSHIPS, 2018-2019

3. Officers

The following were re-elected unopposed and unanimously:

- 3.1 **Chair:** Terry
- 3.2 **Treasurer:** Simon
- 3.3 **Vice-Chair:** Amy

4. Subcommittee Chairs & Portfolios

The following were elected unopposed and unanimously:

- 4.1 **Campaigns & Active Membership (C&AM):** Megan and Amy (job share)
- 4.2 **Policy Forum:** Megan
- 4.3 **Business Committee:** James
- 4.4 **HR Portfolio:** Christian

5. Subcommittee Chairs & Portfolios

The following volunteered to serve on Board subcommittees:

- 5.1 **C&AM:** Matt, James, Christian and Chris (assumed)
- 5.2 **Policy Forum:** Neil
- 5.3 **Business Committee:** Megan, Neil and Terry

6. Board Induction

- 6.1 The induction process for the new Board term was concluded by virtue of all trustees present signing the Board Code of Conduct and Declaration of Interests forms, subject to those absent doing the same.

Action: Terry to ensure absent trustees sign and return their forms.

7. Skills Audit

- 7.1 Terry informed the Board that a review of the current skills on the Board, and identification of gaps that it may seek to fill, will be an item on the agenda of the next meeting (December).

Action: Terry check/update the skills audit form and send to trustees.

8. Minutes of the 26th September Meeting (previously approved by email): Actions and Matters Arising

- 8.1 Rolled over:

- 2.1 - Seek a co-option to the Board to cover the Women & Cycling portfolio (Terry).
- 9.2 - Liaise with Cycling UK regarding its safeguarding policies and procedures (Terry).

8.2 Awaiting Completion:

- 7.1 - Table a discussion at C&AM on ways to give the advocacy work done by the centre better visibility amongst activists (Amy and Terry); no C&AM meeting since the last Board

8.3 All other Actions were completed.

9. Safeguarding

9.1 Megan confirmed that she has adapted the Ramblers policy for use by LCC, for which Terry has the latter for permission. Ashok will replace the hyperlinks with links to LCC material.

9.2 If the Ramblers agree to the above, then Megan will convert the associated forms for use by LCC.

Action: Megan to circulate the adapted policy.

10. Group Links

10.1 The Board agreed that it will again form direct links with all LCC groups, with a cluster of groups allocated to each trustee. The expectation is that trustees will visit each group in their clusters at least once during this Board term.

Actions:

- Terry to determine the best allocation of groups and circulate.
- Megan to draw up a standard reporting template for group visits.

10.2 Megan's cluster will be Enfield, Tower Hamlets and Southwark LCC as she is already working with them as part of her research. She will agree a referral system with them in case conflict of interests are raised at any time.

11. Finance

11.1 Ashok reported that the Q2 figures were not ready as planned due to the bedding in of our new finance lead, but that he and Simon will be reviewing them and taking any matters arising to the next meeting of the Business Committee. He added that, with Simon's help, the Management Accounts process is being simplified and improved with the result (inter alia) that accounts will land earlier in the month.

12. AGM Resolutions

12.1 It was agreed that the implementation of the campaigns Resolutions of the recent AGM would be discussed as normal at C&AM and that a review of all extant Resolutions (i.e. including ones from previous AGMs) would occur at the Board Awayday.

Action: Terry to table.

13. CEO's Report

13.1 Due to the comparatively short gap since the last meeting a CEO's Report had been tabled instead of the full Staff Report. Ashok fleshed out some of the political challenges and complexities being faced and the Board discussed these.

14. AOB

14.1 None.

Signed as a true and accurate record by:

(Chair).....

On.....