

# LONDON CYCLING CAMPAIGN

## Board Meeting, 3<sup>rd</sup> February 2014

LCC Office, 2 Newhams Row, London SE1 3UZ

### ACTIONS SUMMARY

Action	Who?	Item
Circulate a write-up of the key findings from the Trustee Elections 2013 survey	Mel	3.1
Circulate the finalised Trustee Election process for this year	Mel	3.2
Convene a Trustee Election Team	Mel	3.3
Define the priority skills and attributes list needed by the 2014/15 Board	Ann & Ashok	3.4
Scope LCC's involvement in Open Streets and engage Southwark Cyclists	Ashok	4.3
Seek legal advice on the impact on LCC of the Transparency of Lobbying Act	Ashok	5.1
Draft a 'working culture' and 'code of conduct' paper covering committees	Mustafa	6.1

### MINUTES

**Present:** Rachel Aldred, Mustafa Arif (from item 2), Daniel Barnes, Ann Kenrick (Chair), Suzanne Fogg, Mel Grech, Tony Levene (Treasurer), David Love, Oliver Schick, Claire Wren

**Apologies:** None

**In attendance:** Ashok Sinha

#### 1. Minutes of the 18<sup>th</sup> November 2013 Meeting (Accuracy & Matters Arising)

- 1.1 The minutes were approved with no amendments.
- 1.2 Item 6.4 (URLs): Ashok reported that .london URLs were not yet available, and that .bike URLs are prohibitively expensive (the current quote for spaceforbicycling.org.bike is £17.5k)

#### 2. Minutes of the 11<sup>th</sup> January 2014 Awayday (Accuracy & Matters Arising)

- 2.1 The remainder of current item B.5 from the word "Establish" (inclusive) should become a new item (B.6) in order to better highlight that particular decision.

### MATTERS FOR DECISION

#### 3. Trustee Election Process 2014

- 3.1 Mel informed the Board that she had completed analysing the feedback received on the Trustee Election Process (including the search for candidates) and ran through a few headline findings.

**Action:** Mel to circulate a note summarising the key findings in due course.

- 3.2 Mel presented her proposed process for managing the Trustee elections this year; it was agreed that the purpose of the elections – i.e. a good Board – should be made clear when the process is finalised

and written up, incorporating a definition of what would constitute a good Board (from trustee skills to gender diversity).

**Action: Mel** to circulate the finalised Trustee Election process for this year.

3.3 The Board **agreed** to Mel's written proposal i.e.:

- a. A 'trustee election team' can take the election process forward for 2014, with no further need for Board involvement, apart from any further consultation or support from individuals. The results from the consultation will be used to refine the process.
- b. A Trustee Election process drafted by Mel and agreed by that team should be followed.
- c. Mel and Ashok should appoint the team by invitation.

**Action: Mel** to convene a Trustee Election Team.

3.4 The Board also agreed to delegate the identification of gaps that need filling on the Board:

**Action: Ann & Ashok** to define the priority skills and attributes list needed and pass on to the Team.

## MATTERS FOR DISCUSSION

### 4. Open Streets

4.1 David presented the current plans for the Open Streets event in Southwark this June. He noted that:

- LB Southwark, TfL, Living Streets and others are confirmed as partners.
- Progress is now accelerating, with a team of staff and volunteers being created.
- This is very much a "community upwards", self-financed event - as compared to official events such as European car Free Day. "Made in Southwark" is the spirit of the event, albeit articulated in a way that will attract people from all over London.
- He is experiencing very little opposition and a lot of enthusiasm from potential stakeholders across the community.
- 'Activations' already confirmed include: a pop up tennis court (in association with the LTA), a mobile recording studio, a pop up theatre, a 'City Picnic' theme for Borough Market; other activities (e.g. with Southwark cathedral) are being discussed.

4.2 David described the organisers as "supplying the canvass" with others being actively encouraged to "supply the paint/picture"; he and his co-organisers would be delighted to have LCC involvement.

4.3 It was **agreed** that:

- a. LCC should actively be involved - the prime aim being to engage the public and generate publicity for our work - and that we should seek to use an open street to showcase Space for Cycling (e.g. via a pop-up protected lane).
- b. Our involvement is subject to staff management time being available (as the event delivery team will be busy with the London Cycling Awards in June); it is also subject to the volunteer effort being led by Southwark Cyclists.
- c. We would be delighted to be able to add a logo to the list of supporters on the website.

**Action: Ashok** to scope LCC involvement and liaise with Southwark Cyclists.

4.4 The Board congratulated David on this excellent initiative and for extending an invitation to LCC to become involved. It wished the project every success.

### 5. Transparency of Lobbying Act

- 5.1 The Board discussed the ramifications for LCC from this new piece of legislation, noting that it doesn't come into force until after our Space for Cycling 2014 Local Elections campaign. It was felt that it is possible that we might not find the regulations and spending caps difficult to manage (given the likely scale of LCC's future work around elections); it was nonetheless felt important that our obligations be fully explored in light of our potential activities.

**Action: Ashok** to seek legal advice and bring the matter back to the Board in due course.

## 6. AOB

- 6.1 Mustafa noted that there had been complaints about the behaviour of activists on LCC e-lists by fellow activists. The Board agreed that we should define the working culture to which we aspire in our committees as well as a process for handling disputes.

**Action: Mustafa** to draft and circulate a paper on working culture and code of conduct within committees, to be tabled at the next Board.

## PAPERS NOTED

- a. Management Accounts to end-Dec. 2013
- b. Policy Forum Minutes (Draft) – Nov. 2013
- c. Staff Report