

LONDON CYCLING CAMPAIGN

Board Meeting, 4th November 2019

LCC Office, Metropolitan Wharf, London E1W 3SS

ACTIONS SUMMARY

Item	Who?	Description	Due Date
7.1	Terry	Collect signed Code of Conduct and Declaration of Interest forms from Simon, Megan and Stuart	Awayday
8.1	Terry	Update and circulate skills audit form	Awayday
10.1	All	Send Terry their preferences for link groups, for Terry to finalise the allocation	ASAP
14.1	Terry/Ashok	Set and circulate Board meeting dates for 2019-2020	ASAP
14.2	Committee Chairs	Following the above: set and circulate committee meeting dates for 2019-2020	ASAP
14.3	All	Send venue offers for the Awayday to Terry	ASAP

MINUTES

Present: Pearl Ahrens, Aidan Chisholm, Amy Foster, James Heath, Eilidh Murray, Terry Patterson, Matt Sparkes, Sarah Strong, Christian Wolmar

Apologies: Stuart Kightley

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; however she and Christian had been involved in handling two complaints raised by and against members.

3. Co-options

3.1 The recommendation by the outgoing Board that Megan Sharkey be co-opted to the new Board, in particular to continue her work on the Policy Forum, was accepted unanimously.

3.2 The Chair's recommendation that outgoing Treasurer, Simon Clark, be co-opted to serve as Treasurer for 2019-2020, was accepted unanimously.

OFFICER ELECTIONS & COMMITTEE MEMBERSHIPS, 2019-2020

4. Officers

The following were re-elected unopposed and unanimously:

- 4.1 **Chair:** Terry
- 4.2 **Treasurer:** Simon (see 3.2)
- 4.3 **Vice-Chair:** Amy

5. Subcommittee Chairs

The following were elected unopposed and unanimously:

- 5.1 **Campaigns & Active Membership (C&AM):** Aidan and Amy (Co-Chairs)
- 5.2 **Policy Forum:** Pearl
- 5.3 **Business Committee:** James
- 5.4 **HR Committee (reinstated):** Terry

6. Subcommittee Members

The following volunteered to serve on Board subcommittees:

- 6.1 **C&AM:** Aidan, Christian, Eilidh, James, Matt, Pearl
- 6.2 **Policy Forum** (Second trustee seat): Megan (Aidan to attend)
- 6.3 **Business Committee:** Simon (previously notified), Terry

7. Board Code of Conduct & Register of Interests

- 7.1 All trustees present signed the Board Code of Conduct and Declaration of Interests forms.
Action: Terry to collect signed forms from Megan, Simon and Stuart.

8. Skills Audit

- 8.1 Terry informed trustees 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 or Awayday (both in January).
Action: Terry check/update the skills audit form and send to trustees.

9. Minutes of the 25th September Meeting (previously approved by email): Actions and Matters Arising

- 9.1 It was agreed that the rolled over items on the Women & Cycling Working Group and Equalities, Diversity & Inclusivity Plan would be moved to the agenda of the new HR Committee.

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.

Action: All to send Terry their group preferences for Terry to finalise the allocation.

11. Finance

11.1 James and Ashok recapped the discussion held at the last Business Committee regarding concerns about the forecast negative out-turn for the financial year. They confirmed that staff will present an analysis of the situation and plan for remediation at the next Business Committee on 19th November.

12. Climate Safe Streets 2030

12.1 Ashok updated trustees on progress, in particular that consultants had been commissioned to write the report that will be the intellectual underpinning and vision statement for LCC's mayoral election campaign (editorial to be written by staff) and that we are receiving pro bono assistance with assessing public attitudes and establishing key messages.

13. Implementation of 2019 AGM Resolution

13.1 The ordinary resolutions of the AGM (i.e. motions carried) were allocated as follows for implementation:

Schools: C&AM

KPIs: Board

River Crossings: Policy Forum

e-Scooters/micromobility: Policy Forum

14. Board & Committee Meeting Dates

14.1 It was agreed that Board meetings would be held on Tuesdays (roughly every two months).

Action: Terry and Ashok to set and circulate meeting dates for 2019-2020

14.2 Terry asked committee chairs to agree meeting dates with their committees and send them to her and Ashok to so as to establish the full meetings schedule.

Action: Committee chairs to set and circulate meeting dates for 2019-2020.

14.3 It was agreed that the next meeting would be held on 28th January, after an Awayday on Saturday 11th January.

Action: All to send any venue offers to Terry.

15. AOB

15.1 None.

The meeting was closed.