

LONDON CYCLING CAMPAIGN

Board Meeting, 28th March 2022, LCC Office, Wapping

MINUTES

Present: Aidan Chisholm (by video), Simon Clark (Treasurer), Sylvia Gauthereau (by video), James Heath, Eilidh Murray (Chair), Kris Sangani, Sarah Strong, Christian Wolmar (Vice Chair)

In attendance: Ashok Sinha (CEO) and Stewart Dring (Cycling Projects Manager, for items 2 and 3)

Apologies: Pearl Ahrens

1. Welcome from the Chair

1.1 The Chair welcomed everyone to the meeting and ran through the agenda.

2. Diversity & Inclusion (D&I) Training

2.1 The Board participated in a one hour D&I training course provided by video by Eleanor Goichman Brett of Charity Culture Catalyst.

2.2 Eleanor made a number of recommendations, including that LCC should:

- Move away from terms like BAME and LGBTIQ+, as everyone's experiences and the obstacles they face (in this case to cycling) are different; and that the actions we would take to address under-representation would also differ. This means it is unhelpful to use umbrella terms that may unwittingly suggest that needs and challenges are identical across communities.
- Seek external review and appraisal of LCC's actions and performance in relation to our D&I Plan.
- Make sure we appreciate the distinction between data on diversity (how diverse LCC is) and on inclusion (do people feel include, and why, if at all, they don't feel LCC is a home for them). For example, high percentages of "do not wish to say" in a given survey category may suggest people within that category lack trust in how their data will be secured and used. If this happens, we should try to uncover the reasons for this and attempt to address them.
- Make sure D&I plans are strongly data driven, including at different stages of a pathway (e.g. at every stage of staff recruitment, not just the initial D&I form that accompanies applications).

Action: Stewart to send round Eleanor's slide deck.

3. Diversity & Inclusion Report 2021-2022 and Plan for 2022-2023

3.1 Kris (chair of the D&I Working Group) introduced the report, noting that most of the work had been done by the staff team under Stewart's project management. He thanked them for that, and also his fellow trustees on the D&I Working Group for their contributions.

3.2 He ran through a few highlights from the past 12 months, noting especially that our affiliate scheme/partnerships (with diverse community cycling groups) have been well received and are being successful in diversifying and deepening community engagement; and our Cycle Buddies programme has achieved strong results for participation by women and people from minority ethnic groups.

3.3 Regarding difficulties, Kris noted that we have struggled to co-opt Black or Asian trustees, and that more progress is needed in working with LCC local groups to engage them in this agenda and offer them support in playing their part.

- 3.4 Kris then ran through the key elements of the Plan for the next 12 months, noting especially that staff are putting together a plan to start training local groups in D&I, focussing on practical examples (e.g. diversifying rides) - this is to commence sometime after the Climate Safe Streets borough elections campaign; and that we will start to move beyond race, e.g. amplifying work with LGBTQI+ groups.
- 3.5 He suggested to the Board that we should try to engage those using a cycle for work in the gig economy, to both understand the diversity of this sector and also their particular cycle safety needs.
- 3.6 The Board thanked Kris, the Working Group and especially Stewart for the all the work done, especially regarding forming productive relations with ethnic minority and women's cycling groups.

Actions:

- Stewart to circulate analysed data from the three surveys currently occurring (staff & trustees, activists, and members) ahead of the May Board meeting.
- Kris to table a progress report at the next Board (May)

4. Declarations of Interests

- 4.1 None.

5. Chair's Report

- 5.1 Eilidh remarked that she had been looking into current best practices on boards, joining the Association of Charity Chairs. One upshot was the idea of "chaining with kindness" – and indeed acting with kindness at all levels through the organisation.
- 5.2 She has also working on the article to promote the Board election for the next edition of the magazine, thanking those trustees who have provided quotes.
- 5.3 Eilidh has also been making progress on setting up a webinar for potential Board candidates and organising the subsequent induction for elected trustees.
- 5.4. She also spoke at the recent LCC protest at Holborn.

Action: Eilidh to contact the magazine editor to confirm what D&I and Board related features need to be in the next two editions of the magazine

6. Minutes of the last meeting (approved) – Matters Arising

- 6.1 Items 4.3 (membership table) and 7.4 (co-ordinators list): rolled over.
- 6.2 Staff will discuss better ways for LCC groups to comply with GDPR data regulations, whilst still communicating effectively with LCC members and those whose data they have collected, at the upcoming Local Groups' Forum.
- 6.3 Awayday Actions: these are largely D&I and Board election related, are in Eilidh's hands, and underway.

Action: Ashok to ask our magazine editor to proactively commission each 500 word trustee article (one per edition).

7. Staff Report

- 7.1 Ashok gave an update on political matters, which the Board then discussed.
- 7.2 The Board thanked the team for the recent Holborn protest and junctions campaigning, noting that the Mayor had responded directly in the media, addressing Ashok and LCC by name.

- 7.3 Christian noted that he is continuing to represent LCC on the Heathrow Area Transport Forum (HATF), and is now chairing its Active Travel subgroup.

Action: Ashok to table options for a potential office move, or staying put, at the next meeting.

8. Budget 2022-2023

- 8.1 Simon (Treasurer) began by running through key areas of the end of year forecast (based on the February management accounts and more recent data). These show an income of just over £1m with about £700k spent on salaries, and that the budget target of breaking-even is forecast to be met.
- 8.2 He reminded that Board that the guiding principle behind our financial management is to match activity with income, dialling the former up or down according to the latter, subject to any requirement to build the reserve (which is currently around about target).
- 8.3 Simon also stated that we have good procedures for financial management, in particular to look ahead and schedule agreed contingencies in good time, in case they are warranted.
- 8.4 Regarding the draft 2022-2023 budget, Simon noted that:
- Income and expenditure are both up by ~£140k
 - We will raise membership fees for the first time in many years
 - As ever, the main area of risk is Partnerships & Projects; the targets are achievable if still potentially subject to substantial variability
 - The budget is “realistic but optimistic”, which is as it should be
- 8.5 He also went through the inflation-related pay increase, noting also that there are some re-gradings.
- 8.6 The rental cost is based on current payments; Simon also said that it is not an unreasonable assumption, based on initial investigation, that if we were to relocate when the lease is up in November, the moving cost will be offset by rent savings – hence no adverse impact on the budget.
- 8.7 Simon proposed approval of the budget. This was agreed.

9. Committee Chairs’ Reports

- 5.1 **HRC:** there had been no meeting since the last Board, however Christian informed trustees that HRC will conduct a review of staff terms and conditions in the new financial year, the last one having been two years ago.
- 5.2 **Business Committee:** noted.
- 5.3 **C&AM:** no meeting since the last Board.
- 5.4 Eilidh reminded chairs that reports should be made on time (where the meeting schedule permits) using the standard form.

10. CEO’s Performance Review

- 10.1 The result of the CEO’s Performance Review, conducted by Eilidh with Ashok, was received and noted, with thanks to the CEO and indeed to the whole team.

11. AOB

- 11.1 None.

The meeting was then closed.