

LONDON CYCLING CAMPAIGN

Board Meeting, 25th July 2022, by Zoom

MINUTES

Present: Aidan Chisholm, Simon Clark (Treasurer), Sylvia Gauthereau, Eilidh Murray (Chair), Kris Sangani, Sarah Strong

In attendance: Ashok Sinha (CEO)

Apologies: Pearl Ahrens, James Heath, Christian Wolmar (Vice Chair)

1. Welcome from the Chair

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

2. Declarations of Interests

2.1 None.

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

3.1 Kris has submitted an article on D&I to the magazine editor.

3.2 The board discussed outreach by LCC groups to help diversify their membership, noting that in general groups are struggling to find the capacity to do this.

3.3 Trustee described the various actions they have been taking to support their respective link groups.

3.4 Sylvia noted that she hadn't yet received the raw D&I data from the membership survey

Action: Ashok to arrange for this data to be sent to the D&I Working Group

3.5 The chair thanked Sarah for her article in the last issue of the magazine; she felt that this was a really good article and issue.

4. Reports from Committee Chairs

4.1 Noted, with no matters arising not already covered by the agenda.

4.2 The chair reminded committee chairs to schedule their meetings sufficiently far ahead of each board meeting to allow their reports to be included in the scheduled board mailing.

5. Staff Report & Strategic Plan 2022-2026; Related Matters Arising

5.1 The Staff Report was noted.

5.2 Ashok reported that all the main sections of the new Strategic Plan were in place, and that C&AM has cleared the biggest sections (politics/campaigning). But there has been a delay in working with managers to draft the fundraising and partnerships sections, for which he apologised; this means the Plan will be tabled at the September meeting.

5.3 Trustees asked that guidelines for using LinkedIn (staff and activists) be drafted, to sit alongside existing guidance for other social media. Ashok mentioned that this was already being looked at for staff, and we can certainly extend this to cover activists.

Action: Ashok to arrange for these to be drafted before the next board meeting.

5.4 The board gave its backing Ashok and managers' proposal tabled to spend the £100k legacy from Alastair Hanton. In response to questions, Ashok said that a variety of novel/high risk-high return options had been considered, but SMT had felt that extra "medium risk" spend in some existing key areas, including fundraising, would be wiser (with one eye on the cost of living crisis and its potential impact).

5.5 The board noted that there were inconsistencies in how the total number of LCC members is calculated and reported; the team is ironing this out and will feed back to the next Business Committee and board meetings.

5.5 Ashok explained that LCC has taken over management of the Healthy Streets Scorecard Coalition's work, including managing and paying the consultant who helps produce the annual scores. We have won a small grant to cover costs and develop the scorecard. He also referred to some past wrinkles in the scorecard and its publicity, which we will aim to iron out. There is no adverse impact on current resources.

6. Audit, Annual Accounts and Trustees' Report

6.1 The treasurer, Simon Clark, ran through this audit process and the production of accounts and reports.

6.2 He thanked Dave Sellers and Jim Bush from the finance team for all their excellent work, as ever, to enable the audit to proceed smoothly, and for the production of a good set of accounts. He also thanked the auditors for all their work.

6.3 Simon noted that we have been given a clean bill of health, with only a few minor administrative matters to attend to.

6.4 Simon asked Ashok if all the financial statements are still true, i.e. that there have been no material events since the accounts and narratives were produced: Ashok confirmed that this is the case.

6.5 Eilidh thanked Ashok for drafting the Trustees' Report.

6.6 The accounts and narratives were approved

Action: Eilidh, Simon and Dave to liaise on the physical signing of the accounts.

6.7 The board thanked Simon for once again doing an excellent job in overseeing the audit process, and for improving the presentation of the figures so that they more clearly reflect LCC's different areas of work.

7. D&I

7.1 Ashok explained his regret that the process to update our plan of action and drive implementation has recently slowed, asking trustees to assist in raising momentum.

7.2 Kris said that, despite some glitches, he is generally happy with progress and will ensure that the D&I Working Group, which hasn't met for several months (for various reasons), meets before September.

7.3 Sarah volunteered to join the working group.

7.4 There was some discussion of whether the presentation by external consultants at the last board meeting was sufficient; and whether we also need an online discussion channel (off email) for working groups.

Actions:

- Kris to arrange a meeting with Stewart (staff); Ashok to join if possible.

- Ashok to recirculate the written update.
- Kris to add the 2023 Urban Hill Climb to a future working group agenda.

8. Campaigners' Conference & AGM

- 8.1 Ashok explained that this year we will return to the format of a full day Campaigners' Conference, which will include the AGM.
- 8.2 Eilidh reminded trustees that we had had a well-attended online meeting with potential board election candidates immediately prior to this board meeting.
- 8.3 Ashok ran through the process for standing in the election and submitting AGM motions, confirming that this is all up on the website, and that a notice has been sent to all members.

Action: Trustees to send any suggestions for the conference agenda to Katy (staff).

9. Cyber Security

- 8.1 The information from digital services providers was noted.

Action: Cathy (staff) to circulate the outstanding paperwork, when it arrives.

- 8.2 The board agreed that it should review cybersecurity annually, with supporting paperwork from providers.

10. Risk Register

- 10.1 A suggestion was made that a red-amber-green coding should be applied to entries; Ashok noted that the items on in the register were there precisely because they are our top risks (in terms of potential impact) – e.g. amber risks would not make it onto the register - but that, nonetheless, he would look at colour coding.
- 10.2 Ashok explained how bringing all our behaviour change work under a single umbrella brand would help mitigate loss of funding in this area, by improving our ability to package up and market the different strands (e.g. without causing confusion with multiple sub-brands).

11. AOB

- 11.1 None.

The meeting was then closed.