

LONDON CYCLING CAMPAIGN

Board Meeting, 27th March 2023, Dorling Kindersley, One Embassy Gardens

MINUTES

Present: Colin Crooks, Simon Clark (Treasurer), Giulio Ferrini, Toby Hopkins, Jonathan Klaff, Eilidh Murray (Chair), Izzie Romilly, Kris Sangani, Christian Wolmar (Vice Chair)

In attendance: Ashok Sinha (CEO)

Apologies: Sylvia Gauthereau, Sarah Strong

1 Welcome from the Chair & Introductions

- 1.1 The Chair, Eilidh, welcomed everyone to the meeting, confirming that no Chair's Actions have been taken since the last meeting.
- 1.2 She reported that the main focus of her work since the last meeting has been initiating the necessary discussions and procedures to recruit a new CEO, following Ashok's resignation to take up the role of CEO of Ashden in mid-June.
- 1.3 The Chair thanked Ashok for his service to LCC, which was echoed by the board, also noting that an announcement has been published on the LCC website (with quotes from her and Ashok) and disseminated on social media.

2 Declarations of Interests

- 2.1 None.

3 Minutes of the Last Meeting (approved): Actions & Matters Arising

- 3.1 All actions are closed and there were no matters arising not already covered by the agenda.

4 CEO Recruitment

- 4.1 Eilidh reported that she and the Treasurer, Simon, had met with the outgoing CEO, Ashok, to discuss as variety of matters related to transitioning to a new CEO, adding that informal soundings about how to do so had been taken.
- 4.2 She added that three recruitment agencies have been contacted, on the basis that several trustees had indicated that using an agency (rather than running the recruitment in house) would be advisable.
- 4.3 The board formally agreed the use of a recruitment agency.
Action: All trustees to vote by email on their preferred top two agencies by 09:00 Thursday 30th March.
- 4.4 The board agreed to delegate the final decision to Eilidh and any other trustees who may volunteer to assist her in interviewing the top two agencies.

- 4.5 The board agreed that it is the responsibility of all trustees to be available, diaries permitting, to participate in some way in the recruitment process.

Action: All trustees to say when they are definitely unavailable to support the recruitment, by close of play Friday 31st March.

- 4.6 Eilidh reminded everyone that online sessions have been arranged at 18:00 on Thursday 30th March and Tuesday 4th April, to discuss the future of LCC; all trustees were strongly encouraged to join one of them. It was agreed that members of the Senior Management Team (SMT) should also be invited. Ashok noted that he did not feel it appropriate for him to do the same.

Action: Ashok to invite SMT.

- 4.7 The board agreed to refine the proposed CEO job description and person specification after the above activities have been completed.

5 Interim Period (Between CEOs)

- 5.1 Ashok reminded the board that, as part of LCC's risk management process, it had been agreed some time ago that SMT would manage the organisation collectively should there be an extended absence of a CEO for any reason. They would report collectively to the Chair and board.

Action: Ashok to work with SMT and the Chair to draw up guidelines ahead of the June board meeting.

- 5.2 The board agreed that an "acting up" policy should be put in place to cover situations such as this one (not limited to the absence of the CEO), which should include implications for pay rates.

Action: HRC to develop the policy at its next meeting.

6 Budget 2023-2024

- 6.1 The Treasurer, Simon, reminded the board that the budget had already been agreed in principle at the last meeting and that no material changes have been incorporated in the draft since then.
- 6.2 Simon also reminded everyone that the basis of this budget was to use the substantial legacies received or due to maintain our current level of campaigning effort (which is higher than it has ever been).
- 6.3 Christian reported that the proposed cost-of-living pay uplift for all staff had been approved by HRC.
- 6.4 The budget was approved by the board.

7 Staff Report

- 7.1 Ashok apologised for the fact that a full Staff Report was not tabled at this meeting, with short updates from each team being provided instead.
- 7.2 Ashok then gave a verbal report on campaigning headlines and other work.

8 Committee Chairs' Reports

- 8.1 **C&AM:** noted.
- 8.2 **HRC:** Christian highlighted that the committee will be reviewing and revising (as needed) the Staff Handbook between now and its next meeting.
- 8.3 The board agreed to move forward with the staff survey.

Action: HRC to progress this at its May meeting.

- 8.4 **Business Committee:** Simon asked for approval for an account to be opened with a third bank, Charity Bank, to help mitigate risk. This was approved by the board.
- 8.5 Simon also noted that a number of options regarding restructuring LCC's membership offer were discussed and agreed in principle (for board ratification), subject to more detailed work being done (which is in hand).
- 8.6 **D&I Working Group:** Kris reported that (a) the new inclusive recruitment process is almost finalised, ahead of being tabled for consideration and sign-off by HRC; (b) a few work areas are a bit behind schedule, notably community partnerships (the yearly targets for which are now aligned with the financial year; (c) a full plan to recover ground on community partnerships is in preparation by staff and is due to be tabled at May working group meeting.
- 8.7 The board discussed community partnerships at length, noting the importance of having a strong pipeline of prospective partners.

Actions: - Jon to offer his assistance to staff, based on his extensive experience of creating and managing pipelines.

- Kris to table the community partnership plan at the June board.

9 Use of Social Media by Trustees

- 9.1 The board had a wide ranging discussion on the use of social media by trustees, including managing reputational risks to LCC whilst allowing freedom of expression, and ensuring compliance with LCC policies on matters such as protecting LCC's non-partisanship (in appearance as well as fact) and coherence with LCC's D&I positions.
- 9.2 The board agreed that this is a complex area, involving trade-offs that may prove difficult at times.
- 9.3 Whilst agreeing that an updated approach is needed, the board also agreed that trustees must "read" each situation in a clear-sighted way, placing the reputation of, and impact on, the charity, front of mind.

Actions: - HRC to review policies in this area.

- Giulio, Jon and Izzy to consider our ways of managing risk, and the options for managing difficulties as they arise in a proportionate and effective way – for tabling at the next board.

10 Review of Board Policies

- 10.1 Ashok reminded trustees that LCC has in recent years adopted the practice of reviewing all its internal policies annually.

Actions: - Simon to review financial delegations.

- Toby to review non-financial delegations

11 LCC Women's Freedom Ride

- 11.1 Izzy reported that the ride and rally were very successful, both in terms of participation and tone, and as regards coverage. She thanked everyone involved, especially the staff who had to devote a lot of time towards this activity.
- 11.2 She also informed the board that progress is being made in terms of designing the new Women' Network, constructing ToRs, finalising the Steering Group and devising a programme of activity.

- 11.3 Ashok welcome what would be LCC's first constituted network (analogous to an LCC borough group), and wished it every success in pursuing its campaigning goals.

12 Follow Ups from Board Training

- 12.1 Eilidh reported that she and Stewart Dring (staff) will contact any trustee who has missed any training module and arrange new sessions.

Actions: - Izzy to table a paper on proposed next steps following completion of this round of board training, at the June board.

- Eilidh or Stewart would re-send the invite to the online safeguarding training and accompany it with an email explaining that it is not spam.

13 AOB

- 13.1 None.

The meeting was then closed.