

# LONDON CYCLING CAMPAIGN

Board Meeting, 5th June 2023, Dorling Kindersley, One Embassy Gardens

## MINUTES

**Present:** Simon Clark (Treasurer), Giulio Ferrini, Toby Hopkins, Jonathan Klaff, Eilidh Murray (Chair), Izzy Romilly, Kris Sangani, Sarah Strong, Christian Wolmar (Vice Chair)

**In attendance:** Ashok Sinha (CEO)

**Apologies:** Colin Crooks

### 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. She updated the Board on the recruitment for the new CEO, which is going well.

### 2. Declarations of Interests

2.1. None.

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

3.1. There are some outstanding actions for the HR Committee (Developing an "acting up" policy, progressing the staff survey and reviewing the social media guidelines), D&I working group (Jon to feed into the community partnership pipeline) and Finance committee (reviewing the financial and non-financial delegations), all of which will be actioned by the next Board meeting. The Safeguarding paper was postponed until the July board meeting, and the rollout of safeguarding training has been superseded by a new training, to be shared by Stewart.

### 4. Chair's report

1. Eilidh reported that the recruitment process for the new CEO is well underway, with the first stage interviews complete. A number of candidates have been progressed to the second stage, to take place later over the coming two weeks.

2. It was agreed that the support of the recruitment agency has been invaluable, and their appointment was money well spent.

3. There was a discussion about annual appraisals and the need to regularise the cycle to align it with the budget year. This will be discussed with the incoming CEO.

### 5. Committee Chair Reports

2. There has been an excellent response (over 1,000 responses) to the women and cycling survey

4.1. The Board approved the recommended changes to the remit of the finance committee. As income generation has become more important, a specific reference to "Develop plans to optimise income generation and membership growth in the LCC's rolling four-year Strategic Plan" was added to the list of committee tasks.

4.2. The Business committee chair, Simon, presented a short summary of the accounts, which will be discussed with the auditors later in June.

## 5. Interim Leadership

4. The Board discussed the comprehensive paper on the interregnum prepared by the outgoing CEO, Ashok. The financial approvals process will be refined by Eilidh and Simon, once Ashok shares the paper

**Action:** Simon to update the financial approvals process in Ashok's paper and send to SMT

5. We agreed that, in the interim period, members of the Senior Management Team would be invited to attend Board meetings, where they are relevant to them.

**Action:** Eilidh to invite SMT to relevant board meetings

## 6. Use of Social Media by Trustees

6. The board discussed the paper put together by Giulio, Izzy and Jon. It was agreed that, with minor changes, this could be a minimum viable process to deal with complaints regarding public statements.

**Action:** Giulio, Izzy and Jon to make final changes and issue paper to Board, for uploading onto Sharepoint

## 7. D&I Affiliate Groups

1. The board discussed the paper put together by Kris and Stewart.

**Action:** Kris to finalise paper and circulate to the board. Once this has been done, all trustees are to contact their link groups for examples of potential affiliate groups

**Action:** Kris and Stewart to review TfL EDI list to identify potential affiliate groups / local champions

## 8. Trustees' Reports and Annual Accounts

2. Noted and approved

## 9. AGM & Board Election 2025

3. The board reviewed the timeline of AGM actions proposed by Ashok
4. With 3 trustee vacancies expected, the board discussed potential ideas to diversity the range of candidates

## 10. AOB

- 10.1. None.

The Board thanked Ashok for 12 years of wonderful service to the organisation and to London and wished him every success in his new role.

The meeting was then closed.