

Present:

Board Members

Fiona Abbott
Janet Atherton
Paul Baker
Melanie Carroll
Christine Gibbons
Jacqueline Hills

Dan Howard (Chair)
Andy Key
Rachel Kirkwood
Mark Smith

Staff

Pete Fitzboydon
Sarah Mitchell
Matt Mallinder
James Scott
Nicola Marshall
Phil Hall

Ordinary Business

1. Chair's Communication - DH

2. Apologies

- Apologies had been received from Andy Macnae and Carl Pearse. Mark Smith and Melanie Carroll to join the meeting later and Nicola Marshall to leave early.

3. Declaration of Interests

- Nothing was declared.

4. AOB

- Holidays and Tours and 2021 governance calendar to be discussed.

5. Minutes of the last meeting.

- Minutes were agreed as an accurate record of the meetings on 29 July 2020 and 4 September 2020.

6. Action Log – PH

- Update on current action log.

7. CEO Report – PF

- Presentation of CEO Report: strategy 'rocket', membership, digital transformation & CRM, People & Engagement Strategy, behaviour change & volunteering, campaigning & engagement.

8. Cycling and Diversity – PF / PH

- Discussion on key consideration around diversity for the organisation and wider cycling industry including recruitment, internal audit and membership.

9. Value and Behaviours – PF / PH / MM

- Presentation of Values and discussion on how to embed within organisation with P&C retaining oversight of the People and Engagement strategy.

10. Recruitment Delegated Authority – PF

- Proposed delegation set out a decision tree to support decision making around recruitment.

11. Finance and Management Accounts – PH

- Presentation of the management accounts to the end of August 2020 and discussion of restricted funding, reserves, investments, future spring business planning and pricing methodology and policy approach.

12. Board Evaluation – PF

- Presentation of board evaluation and discussion on future trustee skills audit.

13. Key Performance Indicators – PF

- Presentation of latest quarterly KPI report and discussion on staff NPS, cycling safety and infrastructure campaigning.

14. Committee Reports – Committee Chairs

- Audit & Governance Committee 01.10.20 minutes presented and approved.
- People & Culture Committee 23.09.20 minutes presented and approved.
- Finance & Performance Committee 07.10.20 minutes presented and approved. Discussion on digital work implementation and governance.

15. AOB

Holidays and Tours

- Update on H&T activity, new operating model, financial position and future considerations.

16. Chair Selection – CG

- Following a vote the Board agreed to appoint JA as Chair (recommended by the Nominations Committee) with effect from 1 January 2021.

Dates of future meetings

Proposed dates subject to final agreement of the governance calendar included:

- Thursday 28th January 2021; 13:30 – 17:00
- Thursday 22nd April 2021; 13:30 – 17:00
- Tuesday 20th July 2021; 13:30 – 17:00
- Thursday 21st October 2021; 13:30 – 17:00
- Thursday 16th December; 13:30 – 17:00