

we are
cycling
The cyclists' champion **UK**



Advisory Committee Application Pack

Welcome

Thank you for your interest in becoming a member of the Scottish Advisory Committee for Cycling UK. We hope this pack will provide you with a little more insight and background to the charity and the Scottish Advisory Committee.

Cycling UK are the largest cycling charity in the UK, with the largest membership base and a strong voice in Governments and the devolved nations. We have been working since 1878 to influence the world of cycling- to provide a home and camaraderie for those who cycle, a voice to lobby for better conditions and a supportive hand to help get millions more to cycle.

Thanks to our work, cycling in the UK is changing and our influence in leading that change has never been greater. We're proud of the progress we have made, and it has never been a more exciting time to join our Committees.

Currently, we have some vacancies on the Scottish Advisory Committee.

The aim of the Advisory Committees is to harness local intelligence and experience to inform the Charity's activities. To this end we are keen to have as diverse and inclusive a Committee as possible, with people coming from a wide range of backgrounds, places, types of cycling and perspectives. We welcome applications from younger people and underrepresented groups in cycling including black, African, and ethnic minority groups.

In return for your passion, commitment and skills, we can offer you the chance to make a significant difference to cycling in Scotland and across in the UK.

If you'd like to know more or just have an informal chat, please contact Andrew Abbess, Chair of the Scottish Advisory Committee scotlandchair@cyclinguk.org or Matt Mallinder, Director of Influence and Engagement matt.mallinder@cyclinguk.org. We'd be delighted to answer any further questions you have.

Andrew Abbess
Chair, Scottish Advisory Committee, Cycling UK

January 2021



About Cycling UK

Cycling UK is a UK-wide charity which has been working for cycling since 1878. We promote cycling, protect the interests of existing and would-be cyclists, and inspire people of all ages, backgrounds and abilities to discover the benefits of cycling.

Our vision

A healthier, happier and cleaner world, because more people cycle.



Our mission

To make a lasting difference to the lives of individuals and communities across the UK by championing cycling for everyone.

Our distinctive role

Lots of other organisations share our vision. However, Cycling UK has a unique and critical role in achieving that vision because:

- We work to give everyone the opportunity to cycle - whatever their age, gender, ethnicity, background or ability and wherever they live in the UK. We believe cycling is a wonderful gift which should be accessible and available to all.
- We have around 70,000 members who support and guide our work. We are truly representative of cyclists in a way which no other organisation can claim.

Our values

We conduct ourselves ethically and with integrity; our relationships and activities are based on trust and respect, cooperation and companionship. We work together in a way that is supportive, constructive, participative and democratic. We strive for continuing growth, learning and development of individuals, groups and communities.



Our strategic framework 2018-23

Cycling UK published its five-year plan in October 2018, highlighting eight key strategic areas with an aim towards getting a million more people cycling.

<https://www.cyclinguk.org/strategy>. strategy.

Our key five-year strategic objectives:



Legal status

We are a UK company, limited by guarantee, with over 70,000 members. Since 2012 we have been registered as a charity with the Charity Commission for England and Wales and with the Office of the Scottish Charity Regulator.

Cycling UK Board

We are governed by a Board which comprises up to 12 Trustees, including the Chair and Vice-Chair. The Board's role is to govern Cycling UK and provide overall strategic direction to achieve its aims. The Board meets four times a year. Although Trustees are ultimately responsible for the management and administration of Cycling UK, operational management is delegated to the Chief Executive.

The role of the Advisory Committees

One of the key areas recognised in the strategy was that Cycling UK needed to focus on the needs of different places. To this end we've researched opportunities and potential for cycling growth across the UK. Specific workplans are being developed to respond to the specific areas' priorities, political landscapes, challenges, and opportunities.

To support delivery of the strategy, by both staff and volunteers, local intelligence and understanding is crucial to maximise our charitable impact. Therefore, Cycling UK is looking

to engage local stakeholders to create Advisory Committees in Scotland, Wales and Northern Ireland.

Historically Cycling UK's activities were delivered by Head Office based staff supported by volunteers in the field. Cycling UK's presence in Scotland, over the last decade or so, has developed through a combination of the activities of staff based in Scotland, volunteer effort and HQ input so that there is now a respected staff team of 38 across Scotland, large delivery programmes including Big Bike Revival, Health and Wellbeing projects and the Scottish Cycle Repair scheme and over 4000 members.

Purpose

The advisory Committee will advise, inform and be a critical friend across the strategy to help Cycling UK be the most effective organisation: in delivering the best relevant member, volunteer and beneficiary experience; in collaborating and in leading the widest movement to influence decision makers; and in support of those people who currently do and could potentially to cycle.

Authority

- a. The Committee is recognised by the Board of Trustees and a key point of liaison is the Senior Management team (nominated lead Director)
- b. The Terms of Reference of the advisory Committee shall be adopted, reviewed, and approved by Cycling UK Board of Trustees.
- c. Whilst being cognisant of the Cycling UK strategy it is required to retain a certain amount of independence so to review, advise and provide fair and critical evaluation of what the key issues are relating to increasing cycling levels
- d. Minutes of advisory Committee meetings shall be shared with the Cycling UK Board of Trustees to update them.
- e. In addition to the minutes of the meetings, and the information conduit via the SMT lead, advisory Committee representatives will be invited to attend the Board where appropriate and timely.

Responsibility

- f. To advise, inform and be a critical friend to:
 - a. Cycling UK staff members based in Scotland
 - b. Cycling UK staff members considering UK-wide activities that affect Scotland
 - c. Cycling UK Trustees
- g. To contribute to CUK strategy and help inform wider workplan priorities and opportunities in Scotland; and work with senior staff to monitor achievement of this strategy
- h. To help promote and organise volunteer activity
- i. To share information and knowledge with Cycling UK staff, other members of the advisory Committee, and, where appropriate, with partner groups and organisations
- j. To represent Scottish concerns and opportunities, normally via the SMT lead, within the governance structures of Cycling UK
- k. Inform Cycling UK policy positions in Scotland and with support/co-ordination with staff in Scotland to provide an additional resource in representation of cycling concerns and opportunities to the Scottish Government and in other national, regional, and local consultations, and strategic engagement opportunities
- l. To assist in promoting and communicating the work of Cycling UK

- m. To assist and identify income generation sources
- n. To assist in building partnerships and influence

Outside of the scope of the Advisory Committee

For clarity, the Advisory Committee:

- Are not Trustees of Cycling UK
- Are not the parent body for Cycling UK groups, volunteers in Scotland
- Do not have any financial, beyond their own financial allocation, legal responsibility, or liability for the work of Cycling UK in Scotland
- Are not responsible for recruiting or managing staff
- Do not make operational decisions (outside of the management of the Committee's own volunteers, activities and events)



How Advisory Committee members are appointed

- Cycling UK Members who wish to stand for election are invited to submit an application.
- The Committee Chair, Secretary and senior representative from the Charity assess their application and consider the degree to which they have the personal qualities, skills and experience required; and how well they would complement the existing skill mix on the Committee.
- Members of the advisory Committee shall be elected at a Cycling UK Scotland annual meeting
- There will be a maximum of 6 elected members, in addition to the office bearers
- Candidates wishing to stand for election need to complete and submit an application to the secretary ~2 weeks prior to the AGM date, unless otherwise agreed.
- A Chair, Vice chair, Secretary and Treasurer shall be nominated and elected at the annual meeting
- Nominees for the advisory Committee shall be members of Cycling UK normally resident in Scotland.
- The Committee has the power of co-option, from the wider cycling community and/or subject matter experts to provide additional advice, by a simple majority

Time commitment

Committee members are expected to:

- Prepare for and attend all Committee meetings. These are held four times a year – mix of evenings and weekends, and they generally last up to 3 hours. Papers are distributed electronically a week in advance. The Chair runs the meeting on the assumption that all Committee members have read the papers. Additional meetings and teleconferences may be called to address emergency issues.
- We do ask that Committee members give themselves enough time to read their papers in advance of any meeting.

Calendar

2021 Meeting dates are still to be finalised but provisional dates are on or around:

- 9 January 2021, 10 April, 17 July, 16 October

Term of office

- All members, including office bearers have a tenure of three years before the need for re-election, up to a maximum of three periods of office
- A third of the members will be elected each year. There will be a three year transitional period in which all of the Committee will be elected in 2020; thereafter in each of the following two years, one third of those elected in 2020 will stand down (but will be eligible for re-election) either by agreement or ballot.

Remuneration

The role is unpaid. Committee Members may claim reasonable out-of-pocket expenses e.g. incurred travelling to meetings.

Committee Member Person specification

Your commitment to get stuck in, your local knowledge and experience of cycling or the communities that we are working in are the primary requirements. However, when thinking about your application please consider the qualities and aptitudes below

Personal qualities

- Strategic vision and ability to think creatively
- Commitment to Cycling UK's mission and values.
- Ability to work as part of a team and a willingness to offer constructive challenge
- Commitment to equal opportunities and the promotion of diversity.
- Willingness and ability to devote the appropriate time to Committee duties.

Aptitude and skills

- Ability to evaluate and interpret sometimes complex information.
- Ability to think strategically and differentiate between strategy and operations.
- Ability and willingness to challenge fellow Committee members and senior management constructively.
- An understanding of issues affecting cycling in the Scotland.
- Ability to listen, to read, and assimilate information quickly and effectively

Specialist expertise and experience

- Public policy and public affairs – particularly in relation to sustainable transport, health and wellbeing – at local, devolved nation or UK levels.
- Campaigning.
- Volunteer engagement or community development.
- Marketing communications.
- Behaviour change
- Inclusion, equality and diversity

Obligatory 'Officer Bearer' roles

In addition to the Committee member role there are some obligatory roles which the Committee requires. These are recruited for from the Committee members. Applicants may wish to also nominate themselves for these roles, which are elected at the AGM.

Chair

The duties of a Chair shall include the following:

- to preside at each meeting of the Committee and at the Annual General Meeting
- to facilitate the efficient and correct conduct of the meeting
- liaise with Cycling UK National Office as appropriate and act as a point of contact between Cycling UK National Office and the Committee
- ensure that the other office bearers have completed their task and meet deadlines

Vice Chair

- deputise and assume responsibilities for the Chair in the Chair's absence

Secretary

- convene Committee meetings
- prepare minutes of all Committee meetings and AGMs
- present the Annual Report to the AGM, and to forward a copy to National Office by the beginning of December each year
- ensure that all Committee members and any other volunteers, are registered as such with Cycling UK National Office

Treasurer

- hold and account for the monies collected in the name of the Advisory Committee
- prepare the Annual Statement of Accounts for audit and presentation to the AGM of the Committee.
- submit Annual Statement of accounts to Cycling UK National Office by the beginning of December each year
- complete an annual Special Allocation Claims and submit it to the Finance Manager at Cycling UK National Office

How to apply

If you are interested in becoming an Advisory Committee member please complete the application form.

We would request that you complete our Equal Opportunities survey at <https://surveymonkey.co.uk/r/cyclinguk-equal-ops>. Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Cycling UK is committed to protecting and respecting the personal data that we hold. Details of how the personal data in your application will be handled is set out in our Privacy Policy which is available here <https://www.cyclinguk.org/privacy> or on the Cycling UK website.

Please email your completed forms to paul.timms@cyclinguk.org.

Further information

If you'd like to know more or just have an informal chat, please contact Andrew Abbess, Chair of Scottish Advisory Committee, Cycling UK scotlandchair@cyclinguk.org or Matt Mallinder, Director of Influence and Engagement matt.mallinder@cyclinguk.org as we'd be delighted to answer any further questions you have.

Application to become an Advisory Committee Member

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|--|--|------------|--|-----------|-------|-----------|--|
| Your name | | | | | | | |
| Email | | | | | Phone | | |
| Address | | | | | | | |
| Cycling UK Membership Number- if member: | | | | | | | |
| Why would you like to be a Cycling UK Advisory Committee Member? | | | | | | | |
| | | | | | | | |
| Personal qualities - Please explain how you meet the personal qualities | | | | | | | |
| | | | | | | | |
| Aptitude and skills - Please explain how you meet these | | | | | | | |
| | | | | | | | |
| Specialist Expertise and experience - Please explain how you meet these | | | | | | | |
| | | | | | | | |
| Would you like nominate yourself for one of the following roles? (please tick as required) | | | | | | | |
| Chair | | Vice Chair | | Secretary | | Treasurer | |