

Present:

Board Members

Janet Atherton (chair)
Christine Gibbons
Fiona Abbott
Andy Macnae
Paul Baker
Robin Tucker
Rachel Kirkwood
Mark Smith
Melanie Carroll
Sam Marshall
Ben Packer

Staff

Sarah Mitchell
Matt Mallinder
James Scott
Phil Hall
Charlie Keep
Katherine Fairfax (mins)

1. Chair introduction – JA

JA welcomed attendees to the meeting and flagged the recent trustee inductions for Ben Packer and Richard May (Independent Member of Audit & Governance Committee).

2. Apologies for Absence - JA

None received.

3. Declaration of Conflicts of Interest- JA

Conflict of Interest declared by Christine Gibbons, Andy Macnae, Melanie Carroll, and Paul Baker under trustee elections appointments (Item 13) due to re-standing in trustee elections. Re-standing trustees to enter breakout room to allow for discussion and ratification by rest of board.

4. Notification of Any Other Business - JA

None.

5. Minutes of 21 October Meeting - JA

Paper 5.0–Minutes 21 Oct Board Meeting

Minutes were agreed as an accurate record of the meeting on 21 October 2021.

Paper 5.1–Noms Committee 4 Nov mins (for info)

Minutes were noted.

Paper 5.2 –Action log update

No further comments.

6. Matters Arising from the previous meeting not covered on the agenda - JA

None.

7. CEO Report - SMi

Presentation of CEO report: Business planning, funding for behaviour change programmes, funding pipeline and staff engagement.

8. Values - SMi/CK

Workshop focusing on practical examples of how trustees can demonstrate Cycling UK's values. Key themes included enhancing staff/trustee interactions, engaging with a diverse group of stakeholders, developing external networks, prioritising diversity and inclusion, and emphasising ongoing learning, reflection, and support.

The following Agenda items are for Approval (A) Discussion (D) or Information (I)

9. Campaigns and Policy Strategy (A) - MM

Presentation of the executive summary of the Campaigns and Policy strategy, linking it to Cycling UK's strategic pillars, business planning, internal processes, and monitoring and evaluation. The strategy aims to influence legislation at local and national levels, engage members, and impact the broader active travel agenda.

Board approved the working campaigns and policy strategy document going forward.

10. Comms Review and Strategy (A) – MM

Review of the communications strategy, emphasising its role in supporting the objectives of other teams within Cycling UK. Key priorities include behaviour change messaging, campaign promotion, policy advocacy, addressing social media congestion, and website infrastructure enhancement. The strategy integrates Equality, Diversity, and Inclusion (EDI) and national considerations into all communications efforts.

Board approved the comms review and working strategy document going forward.

11. Strategic Planning (D) – SMi / PH

- Presentation of updated scenario planning for FY 22/23 with discussion on forecasted financial outcomes, potential risks, and reserves policy impact.
- Presentation and review of management accounts.
- Summary of draft KPI reporting framework, example KPIs, and update frequency, with quarterly board KPI reports including organisational health metrics.

12. Strategic Risk Horizon Scan (D) - SMi / PH

Short strategic risk horizon scan session using PESTLE analysis in breakout groups to identify critical future issues, potential concerns, and priority actions, with a focus on including staff input and future strategic risks in March 2022 board discussions.

13. Appointments (A) - JA / SMi / PH

Proposal from the Nominations Committee to re-elect the top four trustee candidates and keep the fifth position vacant, with the board voting in favour. Board agreed to retain current Committee membership, noting continuity risks in P&C.

14. European Cyclists Federation Membership (I) - SMi

Summary of European Cyclists Federation (ECF) and Cycling UK's membership history, discussing past tensions and the cost of membership. Board supported joining ECF, delegating final membership decision to Committee Chairs after SMi's discussion with the ECF CEO.

15. AOB - All

Cycling UK Board Meeting

Minutes of the meeting held on Thursday 16 December 2021

Virtual meeting via MS Teams

Board/SLT Away Day planned for Thursday 3 March in London, focusing on board familiarisation and early strategy planning, subject to COVID-19 conditions. Thanks expressed to SLT and staff for their efforts over the past year.

Below the line paper for info

- BTL Paper 1.0 & 1.1–Rathbones Investment Management Report
- BTL Paper 2.0 -Membership Review Design Group Question and Update
- BTL Paper 3.0 - Cycling UK all-staff meeting presentation

Dates of future meetings

- Thursday 3 March 2022 (Board / SLT Awayday) – IN-PERSON
- Thursday 31 March 2022 – VIRTUAL
- Thursday 28 July 2022 – IN-PERSON
- Friday 9 September 2022 (Hold 2022 AGM)
- Friday 14 October 2022 (Board / SLT Awayday) – IN-PERSON
- Thursday 20 October 2022 – VIRTUAL
- Thursday 15 December 2022 – IN-PERSON