

Cycling UK National Advisory Committee – Scotland

Matt Mallinder - May 2020

Overview

In light of Cycling UK 'governance changes over recent years the Cycling UK Scotland Committee (currently 4 office bearers and some 6 elected members) has developed a unique hybrid role. It is for historical reasons still formally constituted as a member group but in fact acts as (and not limited to) an advisors to Cycling UK staff, local representation through government and local authority consultations, organises an annual conference bringing together a section for the members in Scotland and organises volunteer activity.

The Director of Influence and Engagement, Matt Mallinder was designated to work with the current Cycling UK Scotland committee to agree a new framework to address:

- respond to the feedback that from the committee that since the CUK Constitutional geographical governance changes, they consider that they do not have a voice into the wider strategic plans (this used to be provided by a CUK councillor for Scotland)
- use the Committee's expertise and local intelligence to inform the breadth of the organisations work in Scotland

To this end there has been discussion about transitioning the current committee into an Advisory Committee for Scotland with the recognition that the Cycling UK Scotland Committee have a degree of autonomy within it's terms of reference and that the national organisation does not wish to step into this territory, although will assist where requested.

Summary ask

The Cycling UK board of Trustees are asked to consider this paper and invited to accept the recommendation of the SMT and Scotland Committee to approve and recognise the advisory committee and its terms of reference. For the avoidance of doubt, if this paper is approved the committee will no longer be a member group, but an integral part of Cycling UK having been established by Trustees.

Background

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>. Since then Cycling UK has started to bolster activity and investment in these areas, with early investment being focussed on Organisational effectiveness, Income generation and Volunteering support as the building blocks to the strategy.



One of the key areas recognised at the time that Cycling UK needed to focus on the needs of different places. To this end Cycling UK has 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.

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 across Scotland. Latterly we have bolstered this with communication and campaign/policy resource. More recently we have recruited staff in Wales and Northern Ireland with a view to catalysing similar growth and impact.

As we also look to respond to devolved metro mayoral regions, we have also built up our staff workforce across England and now have offices in Manchester, Liverpool, and London.

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; Welsh and Northern Irish initial meetings have been held and we have engaged with our regional and Scottish groups to see how they can assist and vice versa.

An advisory committee may be defined as

*a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the formal **board** of directors to guide the organization more effectively.*

Scottish Advisory Committee

Objective: *for Cycling UK to have a clear transparent business delivery plan for Scotland that is advised by in-nation expertise that reflects the national/local political and cultural environment, to help get a million more people cycling*

Role: *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.*

Cycling UK in Scotland

The delivery of Cycling UK's strategy in Scotland falls to various parts of the organisation including

- Cycling UK Trustees elected by the full membership with governance and financial responsibility
- Members who contribute via membership fees and participation in campaigning and member to member dialogue through the forum etc
- Local members Volunteers through CUK groups and affiliated groups delivering our leisure cycling activities and some local advocacy work
- Pan UK Staff providing administrative and arms- length co-ordination volunteering, finance, and IT
- Cycling UK staff in Scotland – largely cycling development programmes and latterly Communications and campaign/policy
- Cycling UK Scotland Committee – support for staff and Walk Cycle Vote campaign, specific Scottish policy advice, consultation responses, promoting and organising volunteer activity national events such as the annual Gathering and other activities

The discussion has centred on how the resources can be developed so that the expertise marshalled by the Cycling UK Scotland Committee can help advise on the broader set of Cycling UK strategic objectives to help inform a workplan for Scotland, which if this paper is approved will be written. It is felt that this can be best achieved by transitioning the committee into an Advisory Committee for Scotland with the following terms of reference, originally draft by Lizzie Reather.

Cycling UK Scotland Advisory Committee

Terms of reference

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.

Responsibilities

- 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
- o. The committee has the power to hold funds, in a separate bank account, including an annual financial allocation in the region of £2,500 per annum or such other sum as may be agreed on an annual basis, subject to the change in the value of money. For the avoidance of doubt, this does not include financial support for Cycling UK Scotland's

campaigning currently under the auspices of Walk Cycle Vote which will be funded directly by the campaign team.

Membership

- p. Members of the advisory committee shall be elected at a Cycling UK Scotland annual meeting in the autumn
- q. There will be a maximum of 6 elected members, in addition to the office bearers
- r. Candidates wishing to stand for election need to complete an application to the secretary ~1 month prior to the AGM date, unless otherwise agreed.
- s. A Chair, Vice chair, Secretary and Treasurer shall be nominated and elected at the annual meeting
- t. Nominees for the advisory committee shall be members of Cycling UK normally resident in Scotland.
- u. 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.
- v. 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.
- w. 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.
- x. Members of the advisory committee will be expected to have relevant skills, experience, and knowledge to fulfil the advisory and governance role.
- y. Cycling UK members of staff may not be an elected member of the advisory committee but can be invited to attend meetings where required. Staff Members will not have voting rights.

Meeting management

- z. Management of the committee, dates of meetings and agendas to be managed by the Chair (with assistance from the SMT lead, where necessary)

Outside of scope of Advisory Committee

For clarity, the Advisory Committee are:

- Not Trustees of Cycling UK
- 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)