

LCC group governance

London Cycling Campaign

LCC local groups and networks (both referred to as groups in this document) are central to LCC achieving our objectives in getting more people cycling in London.

The London Cycling Campaign (LCC) is a registered charity (number 1115789) and must comply with all legal and regulatory obligations that are placed upon charities. LCC is governed by the Board of Trustees who set out the strategic, campaigning and other priorities, as well as compliance for staff and volunteers to follow.

LCC groups are a way LCC organises volunteers and groups are a part of LCC. Therefore, they must comply with the same legal and regulatory obligations that LCC does. Not doing so puts the charity and its trustees at legal, financial and reputational risk. Following these policies and procedures also ensures the events and activities groups put on are done in a safe, inclusive way.

Groups determine and represent the official view of LCC in their respective boroughs or in respect to the area they represent. They will do this to further LCC's charitable objectives as well as the strategic, campaigning and other priorities of the charity.

This document sets out policies and governance that LCC groups must comply with.

While following the policies and procedures set out below, LCC groups will govern themselves autonomously to manage their campaigns and other activities with support from the LCC head office.

Compliance and policies

1. LCC groups must follow all LCC policies set out by the LCC Board of Trustees. These policies can be found in the [LCC Volunteer Handbook](#).
2. Groups will control and manage their own assets, but because groups are a part of LCC, this means legally all group assets are ultimately under the control and ownership of LCC. These assets include, but are not necessarily limited to, the group's funds, all monies in its bank accounts, website and its URL, any social media presence, visual identity/logo, and physical materials.
3. Group coordinators can enter contracts and agreements under some circumstances which are laid out in the [LCC group finance policies and procedures](#). Coordinators should review this before entering into any contract and inform the LCC office.
4. Any changes to group names will need to be agreed with the LCC office as there are branding implications and it's important for us to be seen as one organisation, and one way we do that is through our names.

Group structure

5. Groups will have a coordinator and at least one other volunteer. The coordinator of the group is the main point of contact between the group and the LCC office (or another group volunteer if the coordinator is unavailable) and will ensure that the group follows all LCC policies.
6. Groups may have a deputy coordinator that supports the coordinator of the group. The coordinator role may also be shared, though a coordinator supported by a deputy coordinator is preferred.
7. An LCC representative may represent a borough where there is only one active volunteer present. This person must follow the [guidance on acting as a group representative](#).
8. A new coordinator or representative does not take on their role until they have had their induction with LCC staff. By taking on the role, they agree that the group will follow all LCC policies. If the existing group coordinator cannot continue their role until the new coordinator's induction, the existing coordinator should inform the LCC office four weeks ahead of their annual meeting.
9. If the group holds a bank account they must have a Treasurer and follow [LCC group finance policies and procedures](#).
10. Volunteers of that group that are overseeing certain areas will also hold LCC Group Remits over those areas. This is to help the coordinator ensure the group follows LCC policies. It is ultimately the coordinator's role to ensure the group is compliant with LCC policies, but they will be supported by these volunteers so that the coordinator does not need to have close oversight of every activity the group does.
 - a. Information about each LCC Group Remit is in the [LCC Volunteer Handbook](#).
 - b. Groups will assign remits at their annual meeting. LCC staff will be in touch with the group following the meeting to confirm the remits.
 - c. It will be common for a volunteer to take on multiple remits.
 - d. The volunteer with a remit for an area will ensure any other volunteers involved in that area are aware of LCC's policies and that they follow them (for example, someone helping with social media or leading rides will be aware of the appropriate policies).
 - e. The coordinator's role is to have oversight of all group activities and ensure they are compliant to LCC policies.
 - f. If a remit is not overseen by another volunteer, it will be overseen by the coordinator.
11. The group may also have a management committee made up of the coordinator, treasurer (if required) and other roles as defined by the group. These volunteers help the coordinator with the day-to-day management of the group. Generally,

volunteers on the management committee will hold remits as defined above, but remits can be assigned to group volunteers that are not on the committee.

12. If the group coordinator or treasurer (if one is required) steps down before the group's next annual meeting, the LCC office should be informed and a replacement selected on an interim basis. An election can be held for the role at a future meeting ahead of the group's annual meeting.
13. If a volunteer with a remit steps down before the group's next annual meeting, the coordinator takes on this remit until another volunteer takes on the remit. The LCC office should be informed of this change.
14. Volunteers should inform LCC if there are any potential conflicts of interests between their LCC volunteer role and any other roles they hold such as being a councillor or officer in their council.

Annual meetings

15. LCC groups should be run democratically, holding an annual meeting within 9 and 15 months of the previous one, where the management committee is elected. Meetings should follow [best practice outlined here](#).
16. Non-LCC members can stand for election but only LCC members can vote for the management committee.
17. The group will inform LCC staff at least 4 weeks before their annual meeting.
18. The group will publicise their annual meeting with at least 4 weeks' notice via their newsletter and other comms they regularly use.
19. New coordinators will attend an induction session with LCC staff shortly following the annual meeting. Other group volunteers on the management committee or holding remits are also invited.
20. Coordinators will liaise with LCC staff shortly following the annual meeting as per the [LCC group annual meeting process](#) to inform LCC staff about changes to the management committee and volunteers with remits.

Changes to this policy

21. LCC staff may make changes to this document as needed. Groups will be notified of proposed changes and have 21 days to share feedback that will be considered.

Non-compliance

22. If a group does not follow policies as laid out in this document, LCC staff will support the group to the best of their ability to help them comply with policies. If the group continues not following policies, this may be escalated to the CEO or Board of Trustees.