



# Association of Local Environmental Records Centres

## Getting ALERC off the ground

Following the 2008 Conference and discussions carried out amongst the Steering Group, a number of tasks remain to be done in order to press forward with the setting up of the Association of Local Environmental Records Centres.

This document has been prepared for circulation amongst all persons who expressed an interest in taking part, however large or small, in the activities of ALERC.

The following tasks have been identified:

1. Selection and election of members to a temporary "Steering Group" (to ensure the broadest representation and to replace existing members who are *hors de combat*)
2. Constituting ALERC as a formal Community Interest Company
3. Selection and election of **Directors** and other posts within the ALERC cic (the permanent "Steering Group")
4. Finance: Setting up bank account, securing income and paying for bills and services
5. Determining priorities for "working group" topics, selecting the groups who steer them and initiating the work (e.g. Accreditation)
6. Authorising the continuation of the work on the ALERC website and forum
7. Establishing methods for regular communications

A meeting of the group has been proposed in order to further these objectives.

### Where

Meeting to be held at NBN Trust offices. 3-5, High Pavement, Lace Market, Nottingham, NG1 1HF (Jo Purdy/Mandy Henshall - 0115 959 6434/5)

### When

Please use the [Doodle](#) calendar to indicate your availability:

<http://www.doodle.com/5uua83dw7c2tfehe>

*"I just hope that a handful of people can spare enough time to get the organisation off the ground and that we can make use of Darwin's time to push things forward"*

Adam Rowe

**Darwyn Sumner**  
**ALERC Steering Group Secretary**  
mailto: [Darwyn.sumner@ntlworld.com](mailto:Darwyn.sumner@ntlworld.com)  
Tel: 0116 212 5075  
122, Link Road, Anstey  
Leicestershire, LE7 7BX

# Steering Group

Up until the ALERC Conference in 2008, ALERC was being steered by a Steering Group comprising the following:

Philippa Burrell  
Darwyn Sumner  
Henri Brocklebank  
Mandy Rudd  
Nicky Court  
Adam Rowe  
Roy Tapping  
Sara Hawkswell  
Simon Pickles  
Simon Wood  
Steve McWilliam  
Tim Corner  
Charles Copp

The group came together as a result of expressions of interest made at the Edinburgh NFBR Conference and were intended to reflect LRC regions in order to obtain an overall representation. With a formally constituted ALERC this regional representation is no longer necessary.

In practise, whilst the regional representatives were all active in conveying ALERC information to their regions, some of the Steering Group were more active in pushing forward ALERC objectives than others. The following gives some idea of the current status of the Steering Group:

Philippa Burrell	retired from LRC, active participation in ALERC ceasing following the 2008 conference
<b>Darwyn Sumner</b>	redundant from LRC, active participation in ALERC sought
Henri Brocklebank	part-time in LRC, seeking to cease ALERC participation
<b>Mandy Rudd</b>	active in LRC, ALERC participation - manages ALERC Yahoo group
<b>Nicky Court</b>	active in LRC, active participation in ALERC sought (Treasurer)
<b>Adam Rowe</b>	LRC manager, illness prevents major work but participation in ALERC sought
Roy Tapping	only been involved in regional representation
<b>Sara Hawkswell</b>	active in LRC, ?active participation in ALERC sought
Simon Pickles	only been involved in regional and NFBR representation
<b>Simon Wood</b>	only been involved in regional and NFBR representation, active participation in ALERC sought
<b>Steve McWilliam</b>	retired from LRC, participation in some ALERC aspects sought
<b>Tim Corner</b>	active in LRC, active participation in ALERC sought
Charles Copp	non-LRC, illness has prevented active participation in ALERC

Those in red definitely wish to continue to work with ALERC, magenta - forgive me, I'm not sure what they said they wished to do (I'm doing this from memory :) ) and green have expressed interest in continuing in some form. In recent months the group members most actively involved in furthering ALERC objectives have been Philippa, Darwyn, Henri, Mandy, Nicky, Sara and Tim.

# Putting together a new temporary Steering Group

This was proposed at the 2008 conference in the light of the falling-off of active ALERC Steering Group participants and in view of the expressions of interest received at the conference. Clearly there is a need to expand the number of decision-makers in the light of the dropping off of Steering Group members.

Philippa asked for expressions of interest and the following additional persons have expressed an interest in becoming active participants in ALERC decision-making:

Craig Slawson

Nathalie Hueber

Mark Wills

Simon Wood (already in Steering Group)

Each of the above specifically mentioned "Director" to Philippa.

In view of the fact that some of the resposes were along the lines of "would like to know more" before they became involved in running ALERC, I propose that all recipients of this document (that's Philippa's list plus the existing Steering Group) familiarise themselves with the issues I'm outlining here and **respond before the end of February 2009 using the reply pdf form attached.**

Please note that this Steering Group is only a temporary measure, it will be wound up as soon as ALERC is constituted as a Community Interest Company following which time the decision-makers will be in the form of company Directors.

## Working Groups

We have received many expressions of interest from other LRC members wishing to get involved in working groups. It is perhaps a little early to assemble these, they can be mobilised straight after ALERC is formally constituted. The full list of expressions of interest (prepared by Philippa) is included below:

First name	Surname	LRC	Email	Interested in:
Elaine	Wright	SEWBRcC	<a href="mailto:elaine.wright@sewbrec.org.uk">elaine.wright@sewbrec.org.uk</a>	Working group - communication, marketing, promotion
Teresa	Frost	KMBRC	<a href="mailto:teresa.frost@kmbrc.org.uk">teresa.frost@kmbrc.org.uk</a>	Working group - IT/data, anything! Want to hear more about possibilities.
Joanne	Jasper	HBIC	<a href="mailto:joannejasper77@hotmail.com">joannejasper77@hotmail.com</a>	Working group
Andy	Foy	HBIC	<a href="mailto:andy.foy@hants.gov.uk">andy.foy@hants.gov.uk</a>	IT systems support / sharing (e.g. GIS applications, access databases/reports etc.)
Dave	Giffen	KMBRC	<a href="mailto:dave.giffen@kmbrc.org.uk">dave.giffen@kmbrc.org.uk</a>	IT / Data processing
Rebecca	Davies	SEWBRcC	<a href="mailto:rebecca.davies@sewbrec.org.uk">rebecca.davies@sewbrec.org.uk</a>	Unsure
Janet	Imlach	BIS	<a href="mailto:janet@b-i-s.org">janet@b-i-s.org</a>	Working group - career / training development
Steve	Roe	Herefordshire	<a href="mailto:sroe@herefordshire.gov.uk">sroe@herefordshire.gov.uk</a>	Training development / LECs etc.
Alice	Fenton	TVERC	<a href="mailto:afenton@westberks.gov.uk">afenton@westberks.gov.uk</a>	Anything
Purgle	Linham	<a href="http://www.wiltshirewildlife.org">W&amp;SBRC</a>	<a href="mailto:purgle@wiltshirewildlife.org">purgle@wiltshirewildlife.org</a>	Not sure yet
Carolyn	Steele	DERC	<a href="mailto:c.a.steele@dorsetcc.gov.uk">c.a.steele@dorsetcc.gov.uk</a>	Interested to know more
Simon	Wood	WBRC	<a href="mailto:simon@wbrc.org.uk">simon@wbrc.org.uk</a>	Discussed possibility of acting as West Mids rep as <b>director</b> of ALERC or at least passing info around WMidsLRCs to ensure someone is put forward
Ellie	Knott	DBRC	<a href="mailto:eknott@devonwildlifetrust.org">eknott@devonwildlifetrust.org</a>	Working groups
Roy	Tapping	COFNOD	<a href="mailto:roy.tapping@cofnod.org.uk">roy.tapping@cofnod.org.uk</a>	Happy to contribute any Wales wide initiatives
Tim	Corner	BRERC	<a href="mailto:tim.corner@brerc.org.uk">tim.corner@brerc.org.uk</a>	Training working group, director
Simon	Odell	Herts	<a href="mailto:biorec.info@hertsc.gov.uk">biorec.info@hertsc.gov.uk</a>	Not sure yet - management, training, it rather than ecology
Hannah	Cook	KMBRC	<a href="mailto:hannah.cook@kmbrc.org.uk">hannah.cook@kmbrc.org.uk</a>	Training working group
Craig	Slawson	Staffs	<a href="mailto:info@staffs-ecology.org.uk">info@staffs-ecology.org.uk</a>	<b>Director</b> ? Expertise standards
Sarah	Gorman	TVERC	<a href="mailto:sarah.gorman@oxfordshire.gov.uk">sarah.gorman@oxfordshire.gov.uk</a>	Survey standards working group
Gavin	Bird	TVERC	<a href="mailto:gavin.bird@oxfordshire.gov.uk">gavin.bird@oxfordshire.gov.uk</a>	System and process analysis and standardisation
Eric	Fletcher	Record	<a href="mailto:eric@record-lrc.co.uk">eric@record-lrc.co.uk</a>	Anything I can help with
Nathalie	Hueber	<a href="http://www.bcn.org">bcnp</a>	<a href="mailto:nathalie.hueber@bcnp.org">nathalie.hueber@bcnp.org</a>	<b>Director</b> , working group, sites data handling
Mark	Wills	NEYEDC	<a href="mailto:mark.wills@neyedc.co.uk">mark.wills@neyedc.co.uk</a>	Working group / <b>director</b> / any other bits



## **B. A bit more needed on the constitution**

This is not urgent, there's another form to study and complete. This is CIC 36, which allows us to elaborate on our objectives. The Steering Group has done this work already ages ago - we can complete it easily at our meeting.

## **C. Sequence for doing the necessary CIC paperwork**

- to be incorporated into the agenda of our meeting:

1. All paperwork agreed by Steering Group - printed by someone too as mine is dead
2. The two signatories sign the MAA (both parts) and signatures are witnessed by 2 others.
3. The Directors are determined (so item 1. must be completed at least as far as choosing Directors)
4. Form CIC 36 is signed by these proposed Directors
5. The physical location of the company office is determined (possibly based upon whomsoever becomes the Director who performs the task of Treasurer)
6. The Company Secretary is determined from the Directors
7. Form 10 is completed (signed, it can be hand-completed)
8. Form 12 is partially completed but not signed yet
9. All forms are then taken to a solicitor, Form 12 is signed by one Director and countersigned by the solicitor as a witness then all forms bundled together and sent to Companies House with a cheque for £35) - probably a task for the Treasurer

# **Finance**

We need to move forwards with establishing ALERC financially.

Following the successful constituting of ALERC as a CIC and electing a Treasurer (many thanks to Nicky Court for volunteering) and opening a bank account we shall be in a position to accept membership subscriptions (via dynamic pdfs downloaded from the ALERC website please).

The Steering Group has gathered together information about all the UK LRCs, Darwyn put together a database (based on that on NFBR website) and updated it (NBN pays NFBR to maintain it, both seem willing for this task to be transferred to ALERC). Furthermore, Philippa has collected together a spreadsheet of current contact emails of those attending the conference. You may recall that Sara sent out a questionnaire to LRCs asking if they would be willing to pay for LRC membership - details on the ALERC website.

We do have bills to pay and will have to pay individuals to carry out some of the tasks.

# **Working groups**

Several working groups have been proposed:

## **1. Accreditation**

Natural England is keen to see LRC accreditation established in order to formalise working arrangements with LRCs. We should address this as high priority following our formal constituting as a CIC. Formulating this through the efforts of LRC professionals should ensure that it meets the broader needs of the LRC community rather than solely those of specific service users.

## **2. Communications**

### **Website**

There are (intentionally) unfinished sections (stubs) in the ALERC website. Notably these include the detailed accounts of each LRC. It would be of value to progress with this task and others in order to maintain it as a resource which continues to be of value to LRCs and their users.

The facilities to handle enquiries and conduct regular surveys (of LRCs and users) are also outlined in the site which would be more dynamic once these were fully implemented. *For example an annual survey of Charging Policies and rates would save each LRC a lot of administration time replying to enquirers about their rates.*

News items should be maintained and updated, there is a continual stream of items of interest to LRCs, like the current Scottish LRC debates.

### **Forum**

The Forum, kindly changed from LRC Technical to ALERC by Charles Roper (who continues to manage it on our behalf) needs attention too. Natural England wants us to have a BAP section on it.

### **Discussion groups**

Mandy Rudd manages the ALERC Yahoo discussion group, currently confined to members of the Steering Group.

### **Publications**

A Journal has been proposed.

## **3. Technical**

### **Biodiversity Informatics**

## **4. Training**

## **5. Standards**