

**Minutes of the 5<sup>th</sup> meeting of ALERC**  
**Wednesday 31<sup>st</sup> March 2010**  
**Room 5a, 5th Floor, Birmingham Central Library**

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## Association of Local Environmental Records Centres

### Meeting of Directors

11.00 am – 3.30pm, Wednesday 31<sup>st</sup> March 2010 (room booked 9-5)

Room 5a, 5th Floor, Birmingham Central Library

## AGENDA

1. Apologies
  2. Minutes of 4<sup>th</sup> Meeting
  3. Matters arising – not dealt with on agenda
  4. Chairman's Report (Adam Rowe)
  5. Treasurer's Report (Nicky Court)
    - Membership update
      - Actions for further member recruitment
    - Financial report
    - Banking, accounting and accountants
- SHORT LUNCH BREAK (circa 12.30 pm)
6. Issues for discussion and resolution
    - a. Accreditation project and working group
      - **Completion of actions arising from Accreditation Steering Group**
    - b. ALERC Conference
    - c. Logo and corporate identity
    - d. Working groups
      - LRC Database
      - Website
      - Forum
    - e. Establishing priorities and work programme
    - f. **NBN**
      - **Proposed high level meeting with NBN**
    - g. Company work
      - **Governance - the powers of ALERC Directors to act on behalf of ALERC**
  7. Any Other Business
  8. Date(s) of next meeting(s)

items in RED were prioritised for discussion by the Chairman on 29th March

# Minutes of the 5<sup>th</sup> meeting of ALERC

Present: Darwyn Sumner, Craig Slawson, Adam Rowe, Nicky Court, Eric Fletcher, Tim Corner  
 The Chairman (Adam Rowe) declared the meeting open at 11:10

## 1. Apologies

Apologies were received from Mark Wills

## 2. Minutes of 4<sup>th</sup> Meeting

Minutes from the last meeting were distributed twice since the last meeting

6d - amend the action to Adam Rowe

Additional action to continue to monitor the funding that ALGE receives - Nicky (see 5 - last bullet point)

### • Action points:

1. AR - to make forum posting, DS - **website fixes (both discharged)**
2. Action all, NC - as & when - **NC provided updates**
  1. **NC to tell DS about list on website**
3. Repeat chasing of LRCs (all) - **same as 2.**
- EF mentioned the importance of getting a Scottish rep on the board
4. Action NC - **NC posted details on Forum**
5. AR & NC to liaise - **done**
6. AR to express concerns to Richard Alexander - **done**
7. MW to further investigate prices to see if lesser prices can be obtained - **discharged**
8. DS to mention this in Doodle for next meeting - **discharged**
9. NC to send revised programme for inclusion in Minutes - **ongoing (see programme)**
10. Action MW - **completed Logo process**
11. Action - Craig Slawson and Darwyn Sumner to provide summary at next meeting - **?, see Forum posting**
12. DS to attempt further to resolve issues - **resolved**
13. Action all - **not actionable yet (see Craig's paper)**
14. Action DS - **see Forum postings and other emails by DS & NC**
15. Action all - **some by DS, AR**
  2. **More threads would be nice**
16. DS to investigate and register appropriately - **see Annexe**
  3. **DS and NC to work together to complete OCI forms**
  4. **also check FOI in conjunction with TC and LRC FOI rules**
17. DS to initiate a Doodle for a period for the month of last 2 weeks March, 1st 2 April 2010 - **done**
18. (include a note about the need for new Directors) - **done**

## 3. Matters arising – not dealt with on agenda

Nothing

## 4. Chairman's Report (Adam Rowe)

No specific report, Adam Rowe said "Well done everyone", following the considerable progress made since the last meeting.

## 5. Treasurer's Report (Nicky Court)

### • Membership update

NC distributed a **spreadsheet list of membership** by LRC, this amounted to 31 LRCs + 2 individuals  
 Recruiting is progressing nicely, some areas improving, a slow East Midlands response has LERC, Lincs and Northants are now being processed and only Notts and Derbyshire remaining and other gaps are gradually closing. A suggestion was made that the Forum be used to explain about joining ALERC and that errors with the ALERC website be fixed.

5. **DS to post logo to all Directors with a view to the development of a suite of Word templates**
6. **NC to tell DS corrections to Membership form**
7. **NC to put together the membership renewal**

- **Financial report**

See NC's statement circulated at meeting

1. Web hosting costs were problematic - 123-reg double charged twice - DS was able to resolve this and provided an invoice.

- **Banking, accounting and accountants**

Financial accounts preparation has be

- **Annual cic report**

8. **AR to look at and ensure it is completed**

9. **AR to join NBN Trust as a member**

- **Membership**

Suggestions were made regarding honorary membership, Phillipa Burrell, Bill Butcher & Sara Hawkswell were mentioned.

- a. **Accreditation project and working group**

1. Paper circulated by AR (attached)
2. A press release is under preparation, to indicate that the process is underway. The release has to be wide enough to cover not just ALERC and the LRC community but also be seen by Town and Country Planners.

A tender had been sent out only to English LRCs plus a few known LRC consultants. AR made his objections/reminded NE of the fact that this had not been sent to Welsh or Scottish tenderers.

He also pointed out that ALERC was supposed to be involved in the steering of this project from the very start but that ALERC was not consulted about the tender. Furthermore we were consulted very little about the process.

ALERC was first involved when Richard Alexander attempted to set up a teleconference and following efforts by Tim Corner, this changed this to a real meeting. ALERC members present at this meeting were Tim Corner, Mandy Rudd, Adam Rowe and ??

10. **(AR to send me full list)**

Bill has started fairly well, consulting with key agencies and interviewing 4 LRCs, visiting key LRC service users (strong supporters and otherwise) + NSSs, and of course got himself on our conference.

Assessment will not be purely self-assessed (DS mentioned a recent BBC news item which indicated a 2/3 fail rate from the NHS using Self Assessment) but would require evidence and some degree of checking by ALERC.

- **Eligibility criteria**

NC suggested that the 2010 application form should be amended to bring it into line with key eligibility criteria as discussed in Accreditation project.

11. **NC**

- **The way forward?**

The ball is currently in Bill's court and will be continued at the conference and beyond

12. **AR to ask Bill to provide a definition of aims and purpose of Accreditation**

- b. **Conference**

1. Mark has organised *venue, equipment and catering*
2. Fees & speakers - a request has been received that one of the speakers not be charged a fee to attend the conference.

**Proposal: We will offer free places to speakers if they ask. Agreed all**

3. Charles Roper will be authorised to ask along appropriate developers in the field of Data Validation to help demonstrate and introduce his workshop.

13. **NC**

4. Working Groups - posters for wall

14. **DS to prepare A4 sheet with logo for each Working Group**

15. **DS to prepare signage with arrows to direct people to rooms etc**

- 16. DS to amend booking form to make LRC appear on 1 line
- 17. DS to provide details of "Conference junk" website catalogue
- 18. Emailing: Directors to send out to their regional mailings done previously
- 19. DS to send amended Conference Flyer to Nicky & Adam for approval

AR asked for Directors to get to conference early

**c. Logo and corporate identity**

Completed - thanks to Mark

Wanted - Word templates with the logo

**d. Other working groups**

*Please note that the headings have been retained, items without text were not discussed due to time constraints.*

**A. Technical and data management (Mark, Craig)**

**LRC database**

We now have 2 papers (see one by Craig)

Proposal: That action be deferred to allow further technical advice to be sought.

20. Inaction - Craig Slawson and Darwyn Sumner

- **B. Training and skills (Tim)**
- **C. Accreditation (Adam)**
- **D. Communications: Marketing and promotion (Eric, Darwyn)**

**Website**

DS briefly reported on updates.

21. Elaine Wright of SEWBREC to contact DS in respect of updating text on website

Transfer to CS site

22. Action CS DS

**Forum**

Deferred until after AGM

**e. Establishing priorities and work programme**

Deferred until Post-it session

**f. NBN**

AR is to have a meeting with them over current issues, particularly in regard of their work with consultants and utilities which do not fit well with LRC business models

**g. Company work**

see DPA actions above.

**1. Any Other Business**

Respond to PP9

23. NC to send link to Directors and Dir to respond and NC to compile and respond to consultation

Directors reassured AR that we expected him to represent our views

TC asked that we check on length of service for Directors

24. DS

**2. Date(s) of next meeting(s)**

25. DS to initiate a Doodle for mid to late June

Chairman

## Annexe 1

The Data Protection Act 1998 ('the Act') governs the processing of information in respect of living, identifiable individuals. Any person or company or other organisation that collects or holds information about an identifiable, living individual or which discloses, retains or destroys that information, is likely to be 'processing personal data'.

The Act imposes obligations on people or organisations which collect and use personal information and confers rights on the individuals whose personal data are being processed. Eight principles, which must be complied with in relation to processing of personal data, are set out under the Act. Failure to comply with these principles may result in an enforcement action by the Information Commissioner and criminal liability.

### Data protection registration

If you process personal data, you are obliged to 'notify' the Information Commissioner's Office ('ICO') of the manner in which you collect personal information and the purposes for which they are processed. This information is used by the ICO to make entries in the notification register, which is available to the public for inspection. Processing of personal information without registration constitutes a criminal offense under the Act.

### What information is 'personal data'?

Any information which relates to a living individual who can be identified from such data, or from such data together with other information in the possession of, or likely to come into the possession of the data controller, is construed as personal data or personal information.

The Act further recognises as 'sensitive personal data', information relating to racial or ethnic origin, political opinions, religious beliefs, physical or mental conditions, sexual orientation, the commission of offenses/criminal proceedings or membership of a trade unions.

### DPA registration process

To register under the Data Protection Act, a notification statement must be prepared and submitted to the ICO together with the relevant fee. The main purpose of notification and the public register is to promote openness and transparency as to the use of personal information. It is therefore imperative that you notify the ICO of all the purposes for which you process personal information. If you fail to notify of any purpose (or any changes), then you may not process personal data for such purpose. You may therefore prefer to use a specialist registration service to ensure that your registration fully covers your activities and purposes.

### Fees

On 1 October 2009, a two-tiered fee structure was introduced for notification and annual renewal of register entries. The fee now depends on the organisation's size and turnover, with the exception of public authorities whose fees continue to be based on the organisation's size only. Data controllers with fewer than 250 employees and with turnover of less than £25.9 million fall into Tier 1 and continue to pay the fee of £35 per annum. Companies with 250 or more staff and a turnover of £25.9 million or more are in Tier 2 and must pay a fee of £500. To maintain the registration the fees must be confirmed annually.

### Exemptions from DPA registration

The Act envisages certain exemptions from the obligation to notify the ICO. Organisations which process personal information generally only for the purposes of:

- **National security**
- **Public registers**
  1. staff administration (including payroll)
  2. advertising, marketing and public relations (in connection with their own business activity)
  3. accounts and records
  4. some not-for-profit organisations; and
  5. organisations that process personal data only for maintaining a public register

Are exempt from the notification. The same applies to individuals who process personal data for domestic purposes only.

### Conclusion

The Act maintains a balance between the right of individuals to respect for their personal data and the needs of people or organisations to collect and use personal data for business and other purposes. Many companies are required to notify under the Act. Failure to give adequate notification may result in criminal liability.

In order to ensure that your company or your organisation complies with its obligations under the Act, it is recommended that you seek the assistance of a DPA advisor agent who will be able to advise you on registration, exemptions (if applicable) and the preparation of the notification statement.