

## Minutes of 34<sup>th</sup> Directors Meeting - 10.30am – 16.00pm Thursday 25th May 2017

Birmingham & The Black Country Wildlife Trust, 16 Greenfield Crescent, Edgbaston, Birmingham B15 3AU

Present: Martin Horlock (MH, Chair), Nicky Court (NC), Tom Hunt (TH), Adam Rowe (AR), Mandy Rudd (MR), Mark Wills (MW), Clare Blencowe (CB), Sara Lovell (SL, Minutes), Ian Egerton (IE), Ben Deed (BD) prospective ALERC director, Lindsay Bamforth (LB) prospective ALERC director, Steve Whitbread (SW) prospective ALERC director

### Actions carried forward from previous meetings

Meeting# / Action#	Action item <i>Full description of carried action</i>	Status <i>This column updated as a result of this meeting</i>	Who
22/3	Associate membership of Wildlife link to be progressed on one year trial basis.	Completed	
22/16	NC to establish DCLG contact re possible new Defra Guidance on LWS and 'introduce' ALERC.	Carried forward NC to draft a letter/email to DCLG's Biodiversity contacts (Tom Selley and Pamela Roberts) and circulate for comment. Suggested focus: presenting the result of recent research/statistics available on how local authorities are performing with regards to use of LERCs data in planning applications.  NC to draft a proposal describing how best to take this action forward.	NC
22/21 & 24/2	Request information/update from Bill Butcher regarding offsetting project. To be made available through the forum.	Completed	
25/9	Position Statement on working with DEFRA and BMSS present to DEFRA as a letter response from ALERC - Revise position statement, pending further progress Re: Natural England	Carried forward MR: BMSS will be part of Defra's 25 year plan, but we are not yet clear whether the previous draft document will form part of the new document. Position statement will be produced once 25 year plan is released	IE/MH
28/11	Research guidance on the use of colours on websites to ensure website is fully accessible (e.g. make the website accessible to those who are colour blind).	Completed	
28/28	Report back on the outcome of the clarification requested by several local authorities on the European Court of Justice ruling on Environmental Information Regulations.	Completed. Item removed.	
28/29	Request suggestions via the forum for ways of changing the website so products and services that might be of use to the LERC community are more	Completed (routes to be explored as appropriate as part of work plan)	

	prominent.		
29/4	NC to draft and circulate a paragraph describing the time limit rules for the role of ALERC Director so it can be agreed and included in the articles of association.	Completed	
29/14	MH to contact IE and check if the Strategy and Policy Group are willing to be responsible for converting the current ALERC work plan into the ALERC 5 year strategy action plan?	Completed	
29/15	TH to review ALERC's strategy and action/work plan, note what has been achieved and circulate to members along with a reminder of the new membership prices.	Completed	
29/19	TH to contact BCT to request they update the link to find an LERC on their guidance document from the current link to the NFBR website to the ALERC website.	Completed	
30/1	Include a poll/vote of members on the location for next year's conference at this year's conference.	Completed	
30/4	Write letter to JNCC asking for information on the future of Recorder 6.	Carried forward. Refer to feedback/actions from recent 'Recorder 6 future' meeting in Bedford (refer to agenda item 8 of this, 34 <sup>th</sup> meeting).	<b>TH/MH</b>
30/6 & 30/7	MF and TH to liaise regarding instances of LERCs not conforming to terms of EA agreements. TH to communicate with member LERCs who are not conforming either directly or via regional meetings.	Completed	
30/8	Liaise with MF over a paper on the reasons for the differences in charges.	Completed (paper received and commented on)	
30/9	Produce a generic pie chart of LERC income sources using existing sample data which can better reflect the current situation and supply to MF.	Completed (MF produced a chart as part of report referred to in 30/8)	
30/10	Provide description to MF of what the Welsh system may be able to deliver in the future.	Completed (see agenda item 15)	
30/14	Explore options for sponsorship of 2016 conference	Completed. Item removed	
30/15	Expand the accreditation complaints procedure out to become a general ALERC complaints procedure.	Completed	
30/19	Business group to look at the use of LERC term (L.E.R.C. Vs LERC/Lurk), plus some of the other older style terminology	Completed	
30/20	Produce a draft protocol on how consultations with members are carried out by ALERC	Completed (see agenda item 10.b)	
31/1	MH to make a plea for volunteers to join a biological recording database development working group at the conference.	Completed	
31/2	NC to re-circulate information on Wildlife Link Membership.	Completed	
31/3	TH to start compiling evidence of NE's use of data accesses through the NBN gateway and/or locally via direct requests to LERCs and others.	Completed	
31/4	NC to finalise accounts to be presented at the AGM on the 12th of October.	Completed	

31/5	NC/TH to chase outstanding payments at the conference.	Completed	
31/6	NC to remind accountant of Companies House deadline for submitting the accounts.	Completed	
31/7	MH to include figures provided by directors on time/resources spent on ALERC business in the annual report.	Completed	
31/9	MH to clarify DS's role given the revised terms of the Company Secretary's position.	Completed	
31/10	TH to draft a response letter outlining the process by which applications are assessed and what requirements need to be in place in order to become an ALERC member. This is to be circulated to the directors for comment before responding to both applicants.	Completed	
31/11	TH to email confirming ALERC's presence and stand at NBN conference.	Completed	
31/12	TH to set up NBN conference stand (remember to bring power lead).	Completed	
31/13	AR to contact Lindsay Bamforth to clarify the commitment requirements and options.	Completed	
31/14	AR to contact the other prospective directors (Charlie Barnes, Ben Deed, Nick Bruce and Camilla Burrows) to follow up the recent communication regarding their potential interest.	Completed	
31/15	MR to amend statement to make it clear what is meant by open data.	Completed	
31/16	Open data statement to be finalised by the business group/MR and be made available on the ALERC website.	Completed	
31/17	TH to offer LERCs the option of appointing/appoint an accreditation mentor to those LERCs that request it.	Completed	
31/18	MR to check whether the GI (Green Infrastructure) typology used in the project can be shared/made available.	Completed (SPADES report due in 2018)	
31/19	MH to sort contractual arrangements for TH with MW (NEYEDC).	Completed	
31/20	IE/GL to redraft the ANC's work priorities to ensure there is adequate capacity for both project and work plan delivery. ALERC board to consider what ALERC work priorities directors might be able to deliver.	Completed	
31/21	TH to re-circulate ANC skills document via the forum so membership has the chance to consider how the ANC might be able to help with project work/contracts.	Carried forward	<b>TH</b>
33/1	Set up a Recorder 6 task and finish group – consider including Mike Weideli, Sally Rankin, Andy Foy.	Carried forward. Follow up as part of actions from 'Recorder 6 future' meeting (refer to agenda item 8 of this, 34 <sup>th</sup> meeting).	<b>TH/MH</b>
33/2	Liaise regarding transition of duties to SL as part of Co. Secretary role. Includes preparation/circulation of meeting papers, ALERC annual and financial returns to companies house.	Completed	

33/3	Add 'Conflicts of interest' as a standing agenda item.	Completed	
33/4	Review progress and accreditation targets for 2017/18 as part of strategy/ANC work plan review.	Completed (refer to meeting papers agenda item 7.a - ANC report)	
33/5	Compile a list of all LERCs and their respective accreditation and membership status.	Completed (refer to meeting papers agenda item 7.a - ANC report)	
33/6	Take forward/develop the suggestions for the 2017 ALERC conference and report back.	Completed	
33/7	Consider publishing an ALERC membership fact sheet using LERC headline data collected.	Carried forward (draft completed TH to circulate)	<b>TH</b>
33/9	Consider whether an audit of how the membership uses Recorder 6 is required.	Carried forward. Follow up as part of actions from 'life after Recorder 6' meeting.	<b>TH</b>
33/10	Consider consulting membership on whether there is a need for ALERC to lead on Recorder 6 maintenance and development depending on whether JNCC plans to continue to invest in Recorder 6 support.	Carried forward. Follow up as part of actions from 'life after Recorder 6' meeting – Setting up an ALERC working group could address this.	<b>TH</b>
33/11	Invite Ben Deed, Lindsay Bamforth and Steve Whitbread to join the next ALERC meeting as prospective Directors.	Completed	
33/12	Circulate guidance paper on the use of the Directors email group.	Completed	
33/13	To decide whether MH is available to continue as chair of ALERC for another year by the date of the next ALERC Directors meeting (May 2017).	Completed	
33/14	Clarify Lancashire ERC on their position on ALERC membership.	Completed	
33/15	Look into membership fee increase options (staged Vs full increase) and the impact against income/expenditure.	Completed	
33/16	Draft a letter to members, to be circulated with membership renewal information by end February.	Carried forward	<b>MH</b>
33/17	Send an estimate of time spent on ALERC business to Martin Horlock. MH to send a reminder if necessary.	Carried forward	<b>All directors</b>
33/18	Contact Essex WT's CEO regarding their ALERC membership application.	Completed (see agenda item 16.a)	
33/19	Contact Dan Wrench (Shropshire) to propose an individual ALERC membership	Completed	
33/20	Ensure ODI report is made available to the membership.  Add some context and detail to the report/the communication when report is made available to the wider membership, so it increases the level of awareness and understanding of the issues raised.	Carried forward	<b>TH</b>
33/21	To consider compiling an ALERC data set to be available via the Atlas platform as part of the ANC's work plan 2017/18.	Carried forward	<b>IE/TH</b>
33/22	Circulate how LERCs expenditure/core costs have been calculated by the SE LERC group and Welsh	Carried forward	<b>MR, TH, &amp; AR</b>

	LERCs respectively. TH to encourage other LERCs to provide this (e.g. through regional networks) so that ALERC has a national figure for the cost of running the LERC network.		
33/23	Any director that attends one of the ODI/DEFRA events to report back at the next meeting.	Completed	
33/24	Continue to liaise with the NBN trust to clarify the definition of commercial vs non-commercial use with a view to agree a definition.	Carried forward (a) MR/AR to clarify current definition with the NBN Trust and consider devising explanatory notes to strengthen/support the definition.  (b) MH to send ALERC's position statement on commercial vs non-commercial use of data to the NBNT and NE (providing clarity on the definition of statutory use of data).	<b>MR/AR/MH</b>
33/25	Contact GLNP regarding progress on legal advice received and report back.	Carried forward	<b>TH</b>
33/26	Draft a set of ALERC key messages to be used in consultation responses.	Completed	
33/27&28	Communication – priorities and opportunities to be added to next agenda, to include consideration of producing a communications plan	Completed	
33/29	Amend ALERC consultation procedure to reflect the outcome of actions 26-28	Completed	
33/30	Prepare Welsh Government consultation response.	Completed	
33/31	Look into organising a workshop/meeting for ALERC members and NSSs via NFBR.	Carried forward. TH/CB to draft a proposal describing how best to take this action forward.	<b>TH/CB</b>
33/32	Draft an ALERC IT requirements paper for the next directors meeting – liaise with CB at Sussex regarding server changes at Sussex and impact on ALERC forum)	Carried forward	<b>MW</b>
33/33	Send an email to all members with a guide on how to make better use of the forum (search/filter new posts etc)	Completed	
33/34	Update the ANC post budget for 2017/18 once figures for membership are available (see action 15 NC).	Completed	
33/35	Provide an estimate of the number of ANC days needed to deliver the Bid-Rex work, when the work is likely to take place and corresponding income.	Completed	
33/36	Explore potential projects and funding sources for ANC role for 2017/18	Completed	
33/37	Draft 2017/2018 ALERC work plan and circulate for comment	Completed (agenda item 7.b)	

## Actions from this 34<sup>th</sup> meeting

Action #	Action item	Who
1	Decide which Director will be the contact for Wildlife Link when a new chair is appointed.	All
2	Amend ALERC's articles of association and any other relevant documents to include the suggested wording, with a view to have a vote on the amended articles of association at the next (2017) ALERC	NC

	AGM.	
3	Ensure an adequate skype link in future meetings.	SC
4	Draft and circulate a set of principles in time for a draft to be agreed and ready to present to the membership at the next AGM	MR
5	Organise a meeting with MF (and other parties as relevant) in the context of devising how best to engage with the EA in finding a good means to ensure their data requirements can be fulfilled across the LERC network into the future-post NBN Gateway closure (this action links to the discussions around NBN funding/development options and the CEH EIDC proposal – item 15 on this meeting's agenda).	TH
6	Feedback comments on the GLNP National LERC data website proposal to MH as soon as possible (before the 9/06/2017), so information can be passed to FS.	All
7	Follow up TWIC's membership renewal when TWIC's manager returns to work.	TH
8	Liaise regarding the submission of ALERC's annual return to Companies House.	MW/NC/SC
9	Add the field Date_Accredited to the membership report table.	TH
10		
11	Send feedback on the draft paper circulated by CB by 7th June.	All
12	Sign the MoA as chair of ALERC.	MH
13	Follow up ALERC membership renewals with other Scottish LERCs.	LB
14	Consider using a soapbox slot to explain how the Natural Capital agenda is being delivered in Wales.	AR
15	Send SW a copy of the WENP tender document.	TH
16	Prepare Annual Report draft.	TH
17	Update new directors' details on the ALERC website and companies house.	SC/MW

## Minutes of the 33<sup>rd</sup> meeting

### 1. Apologies & Introductions

Gary Lewis (GL)

### 2. Conflicts of Interest

LB declared being part of the SBIS working group.

### 3. Minutes of previous meeting and outstanding actions

The minutes of the 33<sup>rd</sup> meeting were accepted.

The status of all previously outstanding action items is detailed in the table above. Updates on actions of the previous meeting are as follows:

- (22/3)** ALERC membership of Wildlife Link for 1 year has been arranged. Need to decide on a new Director contact when a new chair is in post.

**Action 1: Decide which Director will be the contact for Wildlife Link when a new chair is appointed.**
- (22/16)** NC to draft a proposal describing how best to take this action forward using references to recent research/statistics available on how local authorities are performing with regards to use of LERCs data in planning applications, namely GIGL's recently published report <http://www.gigl.org.uk/planning-title-page/data-searches-and-planning/>, HBIC, Welsh LERCs and Northamptonshire Biodiversity Records Centre information/research.

**Addendum to Action 22/16: NC to draft a proposal describing how best to take this action forward.**
- (28/29)** TH suggested this could be done as part of the West of England Nature Partnership (WENP) tender and shared with the membership via the forum. Staffordshire accreditation work could also be included.

4. **(30/1)** Quotes from alternative venues were sought but as they were significantly more expensive than BVSC the matter was not taken further.
5. **(33/1)** TH provided an update on the progress of this action point: A meeting to discuss the future of Recorder 6 and other alternatives was held in Bedford. The meeting had direct input from Andy Foy and written input from Mike Weideli. An action from that meeting was to create an ALERC working group. It was suggested that Andy could be part of this and the group could liaise with Sally Rankin and Mike Weideli.
6. **(31/21)** TH suggested this could be done as part of preparing the WENP tender.
7. **(33/6)** TH worked with SW on to develop his idea to focus the next ALERC conference on Natural Capital. A number of speakers have been confirmed (see additional updates in agenda item 13).
8. **(33/7)** Fact sheet drafted and will be circulated for comments.
9. **(33/14)** TH reported that Lancashire have joined and paid.
10. **(33/19)** Dan Wrench was contacted regarding individual membership of ALERC but hasn't yet joined (he was contacted towards the end of 2016/17). TH will contact him again in 2017/18.
11. **(33/24)** ALERC to engage with NBNT to clarify current status of commercial vs non-commercial definition and consider devising explanatory notes.

**Addendum to Action 33/24: (a) MR/AR to clarify current definition with the NBN Trust and consider devising explanatory notes to strengthen/support the definition; (b) MH to send ALERC's position statement on commercial vs non-commercial use of data to the NBNT and NE (providing clarity on the definition of statutory use of data).**

12. **(33/31)** TH reported speaking to Tony Gent (Amphibian & Reptile Conservation) specifically in relation to district level licensing, the developments in this area should probably frame/inform the discussion with those species interest groups that cover protected species.

**Addendum to Action 33/31: TH/CB to draft a proposal describing how best to take this action forward.**

13. **(33/36)** TH reported that in addition to Staffordshire's accreditation work, there is the opportunity to do some digitisation work for NBIS and to tender for the West of England Nature Partnership data review project.
14. **(33/37)** TH circulated a report on current work prior to the meeting (see agenda item 7 of this meeting).

#### **4. Board of Directors – membership, recruitment & Chair appointment (AR/MH)**

##### **4a. Prospective new Directors – Q&A session**

- NC circulated revised wording regarding the appointment of ALERC Directors and Honorary Officers. This is to be added to the Director's role description.

**Action 2: NC to amend ALERC's articles of association and any other relevant documents to include the suggested wording, with a view to have a vote on the amended articles of association at the next (2017) ALERC AGM.**

- Prospective Directors introduced themselves and a brief discussion around roles and responsibilities followed. The available Skype link setting wasn't adequate to ensure remote meeting participation and a better solution will be necessary for future meetings when a remote link is needed.

**Action 3: SL to test the use of speakers and better microphone and see whether that is sufficient to ensure an adequate skype link in future meetings.**

## **5. What is the role of ALERC? Representation Vs Direction**

### **5a. Directors responding to decision requests**

- After discussion it was agreed that having a specific set of guiding principles about ALERC's role would be useful and could be presented to the membership for discussion at the next AGM. These could include reference to big issues such as engagement with the NBN Trust in general and the NBN Atlas in particular, working with NSS and National Agencies (it was suggested that examples from across the UK could be used, namely Wales and Northern Island). TH suggested it could be worth seeking advice from RSWT on membership representation.

**Action 4: MR to draft and circulate a set of principles in time for a draft to be agreed and ready to present to the membership at the next AGM.**

**Action 5: TH to organise a meeting with MF (and other parties as relevant) in the context of devising how best to engage with the EA in finding a good means to ensure their data requirements can be fulfilled across the LERC network into the future-post NBN Gateway closure (this action links to the discussions around NBN funding/development options and the CEH EIDC proposal – item 15 on this meeting's agenda).**

**Agenda item order revised at this point in order to deal with agenda item 9**

## **9. National LERC data website proposal (Fran Smith (FS) GLNP)**

- Papers containing details on all the research carried out by FS and the Lincolnshire LERC team that supported the proposal were circulated ahead of the meeting. FS briefly outlined the idea behind the project and presented some key aspect of the research done to date, including background, needs assessment and feedback received as part of informal discussions with other LERCs around the network (with around 25 LERCs showing interest in the proposal, 3 not interested and a small number undecided). A number of other aspects were discussed including how income would be shared e.g. subscription mechanism and other existing and in development systems. AR suggested it would be worth looking into a slightly similar system being developed in Wales albeit aimed at the provision of data to local partners (rather than consultants). The Welsh system is due to be launched in the near future. FS requested the ALERC Directors consider ALERC endorsing the project and give any additional feedback as soon as possible.

**Action 6: All to feedback their views to MH as soon as possible (before the 9/06/2017), so information can be passed to FS.**

## **6. Officers reports**

### **6a. Chair (MH)**



- No specific report tabled. MH reported that a letter in support of Wiltshire Record Centre had been sent. Hopefully it will have the same outcome as that which was achieved in relation to Rotherham Biological Records where the letter sent had a very positive impact with the Council stating their commitment to ongoing support and development of the records centre.

### **6b. Treasurer (NC)**

- An update of the ALERC accounts/financial information (including membership income) was circulated prior to the meeting. Membership income overview: 2 LERCs didn't renew in 2016/17 – TWIC and Suffolk (who also didn't renew in 2015/16). ALERC's account balance on the 18th of May was **£11,733** (up on c. £8,500 for the same period in the previous financial year). TH will follow up TWIC's membership when manager returns to work.

**Action 7: TH to follow up TWIC's membership renewal when TWIC's manager returns to work.**

### **6c. Legal duties (e.g. Companies house)**

#### **i. ALERC articles of association (NC)**

- See action 2 above

#### **ii. Annual return (NC/MW/SC)**

- MW, NC and SL to liaise regarding the transition of duties/responsibilities to SL as part of the company secretary role including the submission of ALERC's annual return in July.

**Action 8: MW, NC and SL to liaise regarding the submission of ALERC's annual return to Companies House.**

## **7. National Coordinator**

### **7a. ANC report – including Intellectual Property Rights of LERC data**

- TH circulated a report prior to the meeting. It was suggested that ALERC should aim to have information on the accreditation timescales of all members. ALERC Brand Guidelines document also circulated. All agreed this was a good piece of work and thanked TH and Alison Hitchens for their work on this.

**Action 9: TH to add the field Date\_Accredited to the membership report table.**

**Action 10: MW to offer a 1 year introductory membership at Developing LERC rate to West Yorkshire Ecology.**

### **7b. Work Plan**

- Report circulated. No further discussion in addition to items mentioned in 7a.

### **7c. Accreditation**

- No further discussion in addition to items mentioned in 7a.

## **8. Recorder 6 future – report on meeting (TH)**

- TH circulated the workshop notes prior to the meeting. The general feedback from attendees was that the workshop was very useful. The summary of actions from the 'Recorder 6 future' workshop is as follows: (1) Roy Tapping to provide a diagram of the ORCA data structure; (2) ALERC/TH to coordinate a requirements analysis for future LERC database systems and (3) Requirements analysis to include

possible funding models. Regarding action point (2), it was suggested that TH could devise a set of questions about Recorder 6 use and future requirements which could be put to the membership (possibly through the existing regional networks).

## **10. Communication – Priorities and opportunities**

### **10a. Website updates (IE/MW/TH)**

- A few amendments to the website were suggested. MW to consider and carry out as follows: (1) Hide LRC Matters; (2) Rename News to Announcements; (3) Explore the possibility of a twitter feed that is linked to members' twitter feeds.

### **10b. Consultation responses (CB/TH)**

- CB circulated a draft paper on ALERC's Approach to Consultations. All to feedback any comments to CB as soon as possible, via email, by 7<sup>th</sup> June.

**Action 11: All to send feedback on the draft paper circulated by CB by 7<sup>th</sup> June.**

### **10c. ALERC Forum (TH/MW)**

- MW looking at alternatives. TH can send email prompts as necessary until a new system is up and running.

### **10d. Other**

- ALERC Brand Guidelines received and accepted (see agenda item 7a.). The board expressed its thanks to Alison Hitchens for producing them.

## **11. NBN Associate membership and MoA**

- A copy of the NBN Trust's MoA was circulated prior to the meeting and it was agreed that this should be signed and the associate membership process completed.

**Action 12: MH to sign the MoA as chair of ALERC.**

## **12. ALERC memberships (TH/NC)**

### **12a. 2016/17 renewals status**

- NC circulated an update prior to the meeting. Already briefly mentioned in item 6b, current status is as follows: 2 LERCs didn't renew in 2016/17 – TWIC and Suffolk (who also didn't renew 2015/16). Biobank's late payment due to problems setting up BACs payments was completed in May 2017. Jersey joined in 2016/17. It was suggested that LB could follow up on ALERC membership renewals by Scottish LERCs.

**Action 13: LB to follow up ALERC membership renewals with other Scottish LERCs.**

### **12b. 2017/18 renewals - fees/timings**

- NC circulated an update prior to the meeting. No further discussion.

### 13. ALERC conference update (TH)

- SW reported a number of speakers for the 2017 ALERC conference have been confirmed. These are as follows: Prof. Paul Leinster (Natural Capital committee), Diana Mortimer (JNCC), Bill Butcher (ecountability), Dave Lowe (Warwickshire County Council) and Clare Blencowe/Henri Brocklebank (Sussex WT). The need to ensure the conference is relevant to all regions of the UK (England, Wales, Scotland and Northern Island) was emphasised. AR to consider using a soapbox slot to explain how the Natural Capital agenda is being delivered in Wales.

**Action 14: AR to consider using a soapbox slot to explain how the Natural Capital agenda is being delivered in Wales.**

### 14. ANC post funding (MW)

#### 14a. Current financial position/2017/2018 budget

- MW circulated a report prior to the meeting and confirmed the budget was on target (current income secured £30,922.95). It was agreed that investment could be made in IT for TH. A new ANC laptop can be purchased using ALERC's funds. Summary of financial position: Proposed budget for ANC post as agreed in email discussion is £32,000; £20,000 from ALERC funds have been allocated to the current year (as per previous financial year) but with the increase in membership fees this figure could be increased to approx. £26,000 and we would still break-even; A tender is currently being prepared for the Environmental Data Review of the West of England by TH, IE, MH & MW. Value approx. £8,000.

#### 14b. Potential external contracts/projects

- A number of projects are being explored (e.g. WENP tender) and contracts underway (e.g. Bid Rex and accreditation work). AR emphasised the need to prioritise ALERC business, should ANC capacity become stretched, due to the amount of contract/project work needing to be delivered.

#### 14c. ALERC work plan/Director input/ANC capacity

- SW suggested that there would be interest amongst the East Midlands LERCs in a Recorder 6 working group. No further discussion.

### 15. EA data supply options following the closure of the NBN Gateway (CEH EIDC solution)

- Paper circulated prior to the meeting. Matter to be followed up as part of action 5 of this (34<sup>th</sup>) meeting.

### 15. AOB

- SW requested a copy of the WENP tender document. Reminder of the need for the annual report. Rebranding of LERC advocacy documents.
- SW indicated that he was willing to become an ALERC director and was verbally appointed to the board.

**Action 15: TH to send SW a copy of the WENP tender document.**

**Action 16: TH to prepare and circulate Annual Report draft.**

**Action 17: SC/MW to update new directors details on the ALERC website and companies house.**