

Establishment of an Association for Local Record Centres

Review of replies to Consultation Paper

Who replied?

In total we received 50 replies, 4 of which were not completed questionnaires but emails giving a few comments. We contacted 66 organisations and received replies from 48 of these (2 respondents were not on our original list)

We therefore had a response from 74% of organisations, 68% completing the questionnaire.

In response to the question "How would you describe your Centre?"

We received the following responses

In consideration – still in stages of planning	2
Early stages of development – not yet providing any services to users	2
Functioning – providing some services to users	18
Well-established – providing a wide range of service to users	23

1. The name

“Association of Local Biodiversity Information Centres (ALBIC)”

- This name identifies to the outside world that the Centres involved are Local and relate to Biodiversity (the current term LRC is unclear to anyone who isn't "in the know") and to clearly place the Association within the biodiversity field.
- This name reflects the names used by Centres – which are very diverse but usually reflect the local nature and the subject matter covered (although sometimes using other terms such as wildlife, biological or environmental). It allows for local Centres which have a wider remit than just biodiversity to comfortably be part of the Association
- This proposed name of the association does not suggest that its member organisations should change their name to match that of the association nor does it suggest a change in the definitions, uses and roles currently in existence local Centres, but neatly encompasses them all.

“Association of Local Records Centres (ALRC)”

- This name recognises that most relevant organisations, agencies, education establishments and authorities refer collectively to Local Records Centres or LRCs.
- Current and proposed national and regional guidance for various regulations, planning policy statements and strategies, schemes and initiatives refer specifically to the role LRCs, something that has been requested and negotiated for over many years. Examples include: PPS9; SEA; Regional Spatial Strategy and FEPs.
- Funding and Grant bodies such as HLF also refer to LRCs and many have only just got familiar with the concept of LRCs and the work they do, particularly with regard to community support and project work. Similarly other associations are familiar with the term LRCs and this includes the Association of Local Government Ecologists (ALGE). ALGE have produced various guidance documents and training workshops that refer to LRCs.
- Some centres are under increasing pressure to extend their remits to include environmental matters such as monitoring for climate change and some already include geodiversity as part of their remit and are not restricted to biodiversity.

Votes were cast as follows:

Association of Local Biodiversity Information Centres (ALBIC)	19
Association of Local Records Centres (ALRC)	21

Those who chose ALBIC commented:

Could start as ALRC and move to ALBIC
Explicit link to biodiversity is beneficial
Good to get away from Records in name
Good to move away from Local records Centre (implies births, marriages and Deaths!)
maybe should be environment?
Name must make it clear what type of information is involved.
Needs to be clear what Centers do
Remember some centre do wider environmental things
Struggled to decide...!

Those who chose ALRC commented:

acronym should be ALReC
ALBIC suggest LRCs only cover BAP species
Allows for a wider remit - including geodiversity and environmental data
Don't like either - what about ALERC
includes wider remit than just biodiversity and distances from BAPs
LRC term is recognised - should be in title
some LRCs work with more than just biodiversity data.
What about ALBRC or ALReC
Wider remit matches that of TAPIF EIC
Wider role than biodiversity - what about ARC

Those who didn't reply commented:

?neither - biodiversity disliked by many in the community - perhaps use biological and environment
LRC is commonly used term but? Should have something in the name that describes the nature of the beast
Must include Biodiversity and Records
Should be Association of Local Biodiversity Records Centers

Conclusion:

No clear choice. SG need to discuss and consider if there is a better option that takes everyone's views into account.

2. Aims and Objectives

<p>Mission statement: The Association will represent the interests of local biodiversity record centres in the UK promoting standards and services in biodiversity data collation and provision.</p>

The Association's objectives are:

- To promote and encourage the completion of a UK-wide network of local biodiversity records centres
- To promote and develop good standards of practice in the collation, management, dissemination and analysis of biological records
- To promote local records centres regionally, nationally and at a UK level to potential users and suppliers of data and
- To provide full representation of the UK with country specific solutions with equal emphasis on the individual countries requirements
- To develop and promote accreditation schemes for biodiversity records centres and their staff

- To encourage and facilitate networking between Centres to enable exchange of ideas, collaborative working, developing joint tools and sharing good practise

Replies

43 respondents supported both the mission statement and the objectives

Comments on the Mission statement and the objectives were:

- should include geodiversity . Not just refer to biological records but include site, habitats etc.

? Clarify obj 4 (UK representation) Needs more explicit mention of encouraging data exchange with national schemes, guidance for recorders - who to send records to. - obj re Data flow would cover this

? Training provision for staff

Accreditation scheme should be run by an independent body - perhaps funding or grant body?

add comma after UK

Are we excluding geological centres?

change biodiversity to environmental

change word biodiversity to environmental

Consistency of name - would like to see specific mention of formal representation of LRCs within the NBN

Consistent terminology. 4th bullet point clumsy meaning not clear

Consistent use of terminology

Consistent use of terminology

leave out biodiversity

Mission should focus on promoting the value of LRCs and ensuring long-term viability. Obj should include seeking long-term funding

Mission statement - would make reference to staff as well as the Centres.

Mission statement not there. Need consistent use of terminology

Mission statement shod I refer to other environmental data. Remove OBJ 5 (accreditation) it is a mechanisms

*More relevant without the word biodiversity - or replaced with environmental
Need specific mention of support for existing centrese - may not fit in with UK-wide network...*

needs to use consistent terminology

network of LRCs should be sustainably funded.

Objective should be to develop and adopt standards/accreditation.

remove term biodiversity

Should include collection. Also need a wider objective related to purpose of LRCS No mention of NBN/NFBR

should omit biodiversity. Obj - difference between 1 and 3? Local promotion also needed.

Terminology must be consistent

Would like to see change to cover BI - also what about oversees territories.

Conclusion:

Broadly correct – need editing and terminology tightening (agreed name will help this)

Key issues raised:

Remit - are we excluding geodiversity/environmental issues	Some Centres are just biodiversity others have a wider remit – how do we take this into account? – both in terms of language and also practical support..
UK or British Isles coverage	We need to decide our geographical coverage. Suggest we adopt UK only – focus on UK bodies etc. Non UK Centres encouraged to join as Associate members.

3. Membership

Full membership of the Association will be open to all organisations within the British Isles that actively work as local records centres¹.

Associate membership of the association will be open to:

- Organisations striving to become local record centres
- Organisations that work closely with LRC and have an interest in their development

Individual membership will be considered at a later stage – see section 3.3 below.

3.1. Full members

All LRCs will be encouraged to become full members. Membership will need to be assessed by a membership committee who will seek information from potential members against a series of guidelines. The Membership committee will then approve or reject applications for membership on behalf of the association. If accreditation is brought in then membership could be available to all fully accredited LRCs without further assessment.

3.2. Associate members

Potential associate members will also be assessed by the membership committee although there should be a presumption of inclusiveness. Organisations working closely with LRCs, or relying heavily on them will be encouraged to become Associate Members (e.g. Natural England, CCW, SEERAD, Local Authorities)

3.3. Individual membership

At its inception the Association will not offer membership to individuals. However in the long term the Association will consider the need for individual membership in conjunction with programmes for staff and volunteer professional development programmes and may introduce individual membership and possibly personal accreditation schemes.

3.4. Benefits of membership

Full members will:

- Be represented by the Association on relevant organisations and groups at a regional, national and UK level
- Automatically be able to nominate staff and volunteers to receive email bulletins and be members of all the Association electronic discussion fora
- Contribute to development of standards
- Receive quarterly newsletters and updates
- Have priority bookings for workshop and conferences

¹ This will be assessed at the time of application through a simple self assessment questionnaire and by peer review of an existing association full member. This will not be the equivalent of full accreditation but ensure a minimum standard of operation.

- Have reduced fees for training session and workshops
- Nominate officers and committee members to work on their behalf
- Vote at AGMs on matter of policy and finances

Associate members will

- Receive quarterly updates and newsletters
- Have priority bookings for workshop and conferences

3.5. Membership Fees

Both Full and Associate members will pay an annual subscription to the Association. This subscription should cover the basic costs of running the organisations, secretarial support for meetings, costs for committees, maintenance of a website and production of regular news bulletins/newsletters.

Based on an estimate of core running costs (see Annex A) annual membership fees (based on 2006/7 costs) are proposed as £235 for full member and £60 for associate members.

Replies

	Yes
Do you agree with the two classes of membership proposed (Full/Associate)?	39
Do you agree with benefits offered?	42
Do you agree with membership fees?	31

Comments on membership were:

? Consider sliding scale of fees small LRCs may not afford this rate.

? Role of associate members is unclear - should LA be encouraged to be members in own right?

Another level of membership between associate and full for developing Centers. Cost of full membership is too high - should have less ambitions for paid support - needs staff in LRCs to help run Association.

Associate member should not have any steering role

Associate membership should cover partnerships working towards an LRC.

Benefits - full members should be represented on other bodies by a member of staff or contractor to ensure they have time to follow up etc. Fees should be significantly higher £400-£500 full and £100 associates. LRC would save money having Association doing representation for them.

Associate membership should only be for orgs striving to be LRCs. What about non-UK LRCs (Eg Jersey) Should be no membership for individuals. Fees should be £200 and £100 - benefits are almost the same

Associates - what constitutes working with LRCs, if they stop working with LRCs do we terminate their membership? Fees no more than £200 and Associate £100

Association should be for LRCs only. Benefits might include cheaper insurance and membership of federation of small business. Not sure about cost?

Benefits need to be more specific. Fees are way too high for most LRCs- Benefits offered for associates aren't of value.

Charging should vary for different sizes of LRCs - More mention of support.

Deferred membership for those who cannot afford it in current year. Role of NBN Fees are too high - £150 is better.

Fee far too high for small LRCs As an off-shore island LRC benefits would be limited.

Fees are very high

fees must be kept low - most LRCs have little or no spare money

Individual membership is important - should be more firm than long term.

Need to demonstrate value for money - esp. free online resources such as policies etc. Fee is too low - running costs are not enough

Individual membership needed from the start

lower fees for overseas Centers.

Major benefit must be chance for staff to integrate. Centers must see benefits from membership fees at early stage.

Need professional indemnity insurance at discount ad a benefit. Tiered scale of charges

Potentially let associates input to standard development. ?Waive fees for Board members?

Quarterly newsletter would consume too many resources...

Relevance of associate membership - would anyone be interested. Fee is too high for small LRCs based in parent orgs or those in development - who may benefit most.

Shouldn't have associates - LRCs only - no advantage of Associate members.

Main benefit should be very good web site. Rates - should have big LRC rate and little LRC rate (£300/£150)

Sliding scale of fees for associates NE, CCW etc will have enormous benefits from assoc.

Sliding scale of fees so as not to put off smaller LRCs

What are benefits of associate members?

Will have problems raising fee as are part of cash-stuck section of LA

Key issues raised:

Associate membership	What should this category be for? Do we really want/need general associate members or is this just for evolving LRC partnership or LRC's outwith UK (e.g. Isle of Man)
Benefits	Can we look at providing more direct business benefits such as insurance, negotiating with OS or is there too much variability in LRCs for this to be worth it?
Fees	Should we have a sliding scale of fees? Different charges for different sizes of LRCs?

4. Role

In order to fulfil its objectives Association will need to develop and manage projects. These will be developed in line with a Business Plan, but in the medium to long-term will incorporate work in the following areas:

4.1. Promotion

- Promoting the role of LRCs and the services they provide
- Promoting the benefits of high quality, reliable biodiversity data

4.2. Creating standards

- Developing and implementing a system of LRC Accreditation
- Sharing good practise
- Developing and promoting standard policy statements
- Defining core LRC services (linked to accreditation)
- Developing guidance on charging policies
- Providing guidance on data management issues
- Supporting collaborative working between LRCs
- Promoting a move towards standardised data services and products

4.3. LRC funding

- Promoting statutory funding by Local Authorities
- Developing and promoting nationally agreed service level agreement templates
- Consolidating commitments from funding bodies (national minimum suggested)
- Seeking commitment for core central Government funding
- Negotiating national service level agreement on behalf of all/groups of LRCs

4.4. Staff

- Developing guidance on salaries, terms and conditions
- Promoting and facilitating communication (staff forums, meetings/conference, technical forums)
- Promoting regional forums
- Coordinating relevant training for core LRC staff (administer training programme)
- Promoting continuing Professional Development for all LRC staff
- Promoting inclusion of appropriate units in relevant training courses

4.5. Representation

- The Association should be a member of the NBN Trust, NFBR and BRISC
- Representing LRCs to other relevant bodies and acting as a collective voices on relevant steering groups and fora
- Acting as a central point of reference for national bodies wishing to work with LRCs (Ordnance Survey, Environment Agency etc.)
- Acting as a first point of contact for any consultation exercises that may affect LRCs and or their work.

Replies

43 respondents supported agreed with the key roles

Comments on the role were:

Advocacy must take into account variation in what LRCs can provide. NBN has done a lot of guidance already - avoid duplication.. regional variations have great impact on funding even within national bodies. Staff will vary in terms of terms etc.

Assume NBN no longer keen on accreditation

Charging - many LRCs dependent on decision of host body - debatable whether Assoc should offer guidance. Staff also depend on host body - probably low priority for Assoc.

Emphasise communication - association must facilitate communication between LRCs

Funding - should be "secure commitment for central government funding" Include reference to geodiversity/environmental. Refer to "minimum standards" rather than "standardised". Core Central funding should no impact on LA funding. Reference to H&S

Key role must be to promote LRCs and their role. Standards - should add technical development role.

NBN should be doing 4.2 (Standard and accreditation). Will there still be an NFBR if association takes off? Should take on management of list of LRCs and also cover data management issues.

Promote use of data. Standard services difficult due to variation in Centres. Funding a priority.

promotion (high level national) and funding (central Government) top priority. Standards must be streamlined and efficient not overly bureaucratic

Role of Communication should be added - conferences/newsletters This is very important. HUGE concerns if staff only cover secretariat role - must have staff for professional officer to work on behalf of LRCs.

Should have role in OS negotiations and bulk reductions for software SLAs - difficult to negotiate national ones - each LRC has different costs to cover - but templates and guidance useful. Staff - salaries should be moved away form conservation sector. Representation - member of Item and ALGE?

SLAs need to flexible - not sure template helpful. Similarly guidance of salaries etc must take into account regional costs. Representation already carried out by NBN, NFBR and regional forum

Staff - need guidance on roles to ensure correct placing on pay scales

Staff - not sure about guidance on salaries. Guidance on data charging is good.

Staff - standards for salaries, terms and conditions shouldn't be a priority as there is so much variation within organisations.

Standardised data services and products is good - but allow for flexibility

Standards - collate SLA's reports etc for sharing. Funding - National Agreements sound tricky - but could have great potential. Staff - training EIR, Recorder etc.

Standards - need to support LRCs to meet these standards.

would like role on partnership working - esp recording orgs and role on communication. Should be guidance on policies - also sustainable funding. Influence other training profiles rather than provide own.

Key issues raised:

Standards v guidance	Need to bear in mind that if we envisage LRC continuing to be varied in terms of organisation structure in areas like salaries/ terms and conditions guidance may need to be directional. May need to apply to charging/
Communication	This is a key role – may need more emphasis.

5. Operation

This section describes how the Association will be run.

5.1. Steering Group

During the establishment of the Association a Steering Group will work on behalf of LRCs to oversee the establishment of the Association. Once the Association is formed then this group will be replaced by a body elected by the founding members. The Steering group's membership is given in Annex B. The Steering Group will

- Oversee the establishment of a legal entity for the Association
- Prepare a development plan for the first 2 years of the Association
- Undertake consultation to establish priorities for the newly formed association
- Promote membership of the Association

The Steering Group will disband once the Association is formed, although it is envisaged that many of its members represent founding members of the association and may be on the Association's Board.

5.2. Association Board

The Association Board will be elected by the membership, with members of the Board standing for a fixed (two-year) period before requiring re-election. The Board will have specific places for representatives from throughout the UK. The Board will elect a chair and treasurer who will have special responsibilities.

The Association Board will:

- Be the legally-constituted body for running the Association
- Ensure effective representation to other bodies
- Determine matters of Association policy
- Develop and oversee projects to deliver the Association's objectives
- Be responsible for administering the Association's finances
- Act as representatives of the Association as and when required
- Identify and establish additional committees as needed
- Elect officers with specific responsibilities as needed

The Association chair will chair Board meetings and act as the main spokesperson for the Association.

The Association Board members will not normally be remunerated for their time spent on Association Board business but will have all their expenses met. Board members will be expected to commit at least 8 days a year to Association business.

5.3. Secretariat and core activities

The Association will employ a permanent secretariat who will carry out the core activities for the Association. It is envisaged that this secretariat will be an officer employed for two days a week, be employed by an LRC on the Association's behalf and based either at an existing LRC or from a home-office.

Core activities will include:

- Administering membership
- Maintaining and updating website
- Providing administrative support to the Association Board and any other committees
- Acting as a central point of contact for the Association
- Bookkeeping and banking
- Coordinating events including workshops, conferences and training programmes
- Coordinating promotion of the Association and Centres
- Coordinating responses to consultations

Replies:

Comments given were:

? Delphine Pouget left sector - no representation on SG in North East??

? Does association exists yet or not? Board - must be clear that there will be regional representatives - must ensure that onus is not on Board members to represent the Association.

Board - needs a big commitment, may exclude smaller LRCs, may mean lack of understanding of issues faced by smaller LRCs

Board - sounds time consuming

Board - term should be 4 yrs to limit administration. Asks if local member will elect their regional reps - implies support for regional reps

Board should have regional representation. Association should give responses to consultation s - shod be part of secretariats role.

Board/Full membership will have to adopt the Business Plan as proposed by SG - what is mechanisms. Post has board range of skills?

Equal representation from each country

Paid secretariat is desirable - but more prerequisite.

Secretariat should be senior position and able to represent the association

SG - Midlands Northern England not represented. Board - must have front line staff involved - however the level of commitment will make this difficult

SG - strong south England bias - Sag has been self nominated with no opportunity for others to join. Very little progress since last November.

SG is ideal. Must have employed staff to get Assoc. off ground

SG/Board - no more than 15 members could co-opt non association people Secretariat should be 2 days - establish website first.

Steering Group - Must be transparency in how members join and how the group make decisions.

Steering Group has very heavy Southern England bias

Steering Group is very SE England heavy

Key issues raised:

Steering Group does not have full regional representation/Southern bias	Think we should accept this and get on with it – hopefully SG will cease to exist in a couple of months!
Varying views over secretariat/staff	Need to review requirements for staff in relation to costings.
Concern over time commitment for board	Is the time commitment given realistic – could more staff time reduce it?

6. Finances

The Association needs to become clearly established in order to enable it to seek funds from third parties (i.e. outwith its immediate member base). Funding is therefore looked at in two phases.

6.1. Funding December 2006 - March 2007

During this period the Association will not be able to establish significant support or run major projects for LRCs. This period will focus on establishing the association, seeking new members and developing projects and seeking funding packages

Funding during this initial period will be very limited and is likely to come only form those LRCs able to become members in the early stages. Founding member LRCs will therefore be asked to pay a full year's membership fees for the six month period. This should raise an initial figure of approximately £3,000 which should be used to cover initial company establishment costs (including establishing a web

presence) and employing someone to prepare a business plan funding proposals/application for the next 2 years.

6.2. Funding April 2007 - March 2009

Funding will be sought for a development officer for the Association. To make this a viable proposition for third party funders the Association will need to put in a proportion of the total costs – it is therefore suggested that the core activities of the association (i.e. the Secretariat) are incorporate in this Development Officer role enabling the Association to use membership fees to contribute to the total two year costs. The approximate total cost of the Development officer for two years is £65,000. The Association will be able to contribute approximately £20,000 to this leaving a total of £45,000 to be sought in grants (70% project costs)

It is envisaged that funding will be sought from CCW, DoE (NI), Natural England, NBN Trust and SNH) During this period it is envisaged that further funding will be sought for additional projects – such as establishing an accreditation scheme.

Replies:

Comments given were:

Are suggested sources viable - have they been approached?

Concern of seeking funding from NE - may affect individual LRCs

Doesn't think money will be available - shouldn't work on web presence until there is something to offer.

Fees are too high and money will only be forthcoming when association is up and running - plans need to take this into account.

First period - 12 LRCs is pessimistic? Also get see money from agencies?

Long term - Need plan B in case can't get money from agencies.

Funding for Accreditation scheme should be sought from external bodies (will accreditation be required to remain a full member?)

Have any funders indicated they are likely to consider funding?

Incorporating secretariat with Dev post makes this only 3 days - is this enough?

NE might reduce funding to LRCs if they fund the Assoc.

need more money as match funding

Not likely to start before next financial year. May not get funding required (see ALGE dev officer)

SMART Business Plan is essential - £3k essential to do this. Long term - need this level of money - think external bodies will take it seriously.

Support incorporating secretariat into development officer.

Where does £20k come from?

No significant key issues raised but clear that we must make sure the finances work and are sustainable.

7. Work Programme

The work programme has been divided into two stages:

7.1. August 2006 - January 2007

This period of work is managed by the Association Steering group and all work is carried out by Steering Group members.

Key tasks:

- Consult with potential Association members over the role, remit and form of the Association
- Prepare a draft constitution for Association
- Seek founding members of association

- Legally establish Association
- Establish an Association bank account

7.2. December 2006 - March 2007

This period of work is managed by the Association Board and work carried out by Board members and contractors.

Key tasks:

- Promote awareness of Association to key partners (Board members)
- Promote Association to its potential member base and recruit new members (Board)
- Establish initial web-presence for Association including member's forums (contractor)
- Prepare development plan for April 2007- March 2009 (contractor)
- Apply for funding for delivering Business Plan (contractor/Board members)

Replies:

Comments given were:

? Do we need more members forums - use existing ones and save costs of contractors?

Need to consult outwith proposed association.? Need for legal body?

Timescale has slipped already - DP will take a few months won't be completed till next summer. Are we trying to do to much too soon?

Tight timescale for establishment...

Time table already slipping

Too early for development officer - can't afford own staff!

Key issues raised:

Timetable - slipped	Need to review timetable but keep up momentum - can we have an organisation and Business Plan in place by April
---------------------	---

8. Other Replies

	Yes	No
Would your LRC be willing to become a founding member?	27	12

This would give you an opportunity to be on the Board from December 2006 and would mean contributing at least £235 to the Association's establishment.

Are there are specialist services your Centre might be able to offer to the Association (at this stage this is just a potential offer not a commitment) (e.g. Web hosting/management, printing services)

Responses:

?office accommodation if wanted in Cardiff

Facilitation of Welsh LRC representations and regional meetings

hosting of website

May be able to help if need is identified

Meeting room in London

Possibly web hosting/management

Printing services

RC very early stage in development - not in a position to support new org financially.

Web hosting & design at reduced rate

Other Comments

(Hooray)

? May be possible to give some funding in this first year - could ask for a donation?

Agree with mission objectives BUT concerned it will draw funds from organizations that fund LRCs directly - could become dependent on large bodies that would affect negotiation with that body. Company seems OTT for small body.

Could be founder member at lower cost.

Exciting development. Assoc will support all centre efforts and will accelerate role of LRCs, and therefore release more funding for LRCs.

Fantastic development

Funding - costings for person seem to be based on "london" costings - very high salary (higher than own LRC manager)

Is there a possibility of developing this role within an existing org. Eg NFBR.

In Scotland BRISC partly does this role.

Must make sure association really benefits LRCs - mustn't end up like the NBN - all money going in and no benefits.

Needed to bring together independent and LA LRCs

Needs formal constitution in very near future.

No money to be a founding member.

Should be specific mention of support for LBAP process.

Welcome association. Need to be clear about relationship with NBN. Need to promote recognition of ecological data into sustainable development /quality of life.

Welcomes formation of association

Would like to be founding member - can't find money - might be able to put in some money though.

Annex A Estimated Annual core running costs

Association core costs	Annual expenditure	
Staff costs	£8,400	Officer employed 2 days a week
Office costs	£1,500	Contribution to home office costs or LRC costs.
Committee costs	£2,600	4 Committee mtgs annually - est cost @ £650
Business costs	£1,000	Annual returns to Companies House, registration with DPA, insurances, accountants fees etc
Web/printing costs	£1,500	
Total	£15,000	
Estimated number of members		
Full members	60	
Associate members	15	
Suggested membership fees		
Full members	£235	
Associate members	£60	

Annex B Steering Group

Henri Brocklebank (South East England)
Philippa Burrell (South East England)
Charles Copp (South West England)
Tim Corner (South West England)
Nicky Court (South East England)
Martin Harvey (South East England)
Sara Hawkswell (Scotland – south)
Steve McWilliam (North West England)
Mandy Rudd (London)
Nadine Russell (Scotland - north)
Darwyn Sumner (East Midlands)
Roy Tapping (Wales)

Steering Group Structure/Modus operandi

The Association Steering Group has one purpose - to establish an Association for Local Records Centres. The Steering Group will pass management of the Association to its Board upon formation. It is envisaged that the Steering group will operate for no longer than 6 months (August 2006- February 2007)

- The Steering Group is made up of a broad representation of individuals working with LRCs who are committed to ensuring the establishment of an Association. These individuals have primarily been self nominated. Membership of the Group is dependant upon a commitment to the establishment of the Association and being able to contribute effectively to the Groups work.
- The Steering Group will elect a Chair and a Secretary.
- The role of the Chair is to set a work programme, encourage Steering group members to take on activities, ensure work is completed in a timely manner and ensure appropriate consultation as necessary (both within the Steering group and the wider LRC community) They will also set agendas for meetings, lead meetings and, if necessary, represent the Association to outside organisations.
- The role of the Secretary is to act as the central communication conduit ensuring that all Steering Group share views and progress on work and to ensure that relevant records are kept of decisions made.
- The Steering Group will carry out its work primarily through individuals leading on work and liaising with other Steering group members via email/telephone.
- When necessary the Steering Group will meet to ensure that consensus can be built on key issue and to enable group working.
- The Steering Group will take decisions based on building board consensus within the Group. This will include consulting with the wider LRC community as appropriate. Where there is not consensus then decisions will be taken by a vote within the Steering Group. The Chair will ensure that sufficient discussion has taken place and ensure that all Steering Group members are given the opportunity to vote. Decisions will be taken if a 60% majority of the active Steering Group members are in support.