

**DERBY ROAD FUND  
INFORMAL COMMITTEE DISCUSSION  
ON THE RISING OF THE FORMAL COMMITTEE MEETING  
ON THE 13TH NOVEMBER 2020**

**Due to (COVID-19) restrictions this meeting will be held remotely and recorded via  
Zoom**

**AGENDA**

Committee members are committed to carrying out in an open, fair and transparent way this valuable role for our community.

As these are voluntary roles and in recognition of the fact that elected Members also have day jobs and other commitments. We therefore thought it would be useful to develop a structured and planned approach to the number of very important key Priorities and issues facing the DRF. An agenda is attached which we hope will aid our discussion.

To avoid and mitigate against any potential data breaches, or residents' requests for information held by DRF, it would be useful to set up a specific email address eg ([brian.cairnsdrf@icloud.com](mailto:brian.cairnsdrf@icloud.com)) and secure information storage to deal with DRF matters. This would be secure and future proof.

**COMMITTEE'S PRIORITIES AND NEXT STEPS**

**ITEMS FOR DISCUSSION: IN NO PARTICULAR ORDER  
FOLLOWING DISCUSSION ITEMS WILL BE PROGRAMMED FOR CONSIDERATION  
AT FUTURE COMMITTEE MEETINGS**

**1. REVIEW OF DRAFT CONSTITUTION**

- a) Agree lead Committee member
- b) Terms of Reference
- c) Constitutional legal advice
- d) Set up Working Party to include resident volunteers
- e) Residents Voting model
- f) Timescale for resident consultation and Committee report

**2. STATUS AND OWNERSHIP OF DERBY ROAD**

- a) Agree lead Committee member
- b) Status of legal advice to previous Committee? Is there a brief?
- c) Who is the "in-house" solicitor?
- c) Previous committee's members correspondence with Crown Estates and any other associated communications to be shared with newly elected Committee Members.

**3. COMMUNICATIONS**

- a) Agree lead Committee member
- b) Working together with DRF residents
- c) Consultation with residents
- d) Review of DRF Facebook and website
- e) Relationships, financial and social, with all DR and other roads ' members - working with Field View etc *Fair, Open and Transparent*

#### **4. REVIEW TENDERS: SPECIFICATION, QUALITY, PERFORMANCE, VALUE FOR MONEY**

- a) Agree lead Committee Member
- b) Annual Planned Maintenance programme
- c) TPO and Verges maintenance - letters to frontages about permits and planned activities.
- d) Road sweeping and drain and soakaways clearance. Currently works undertaken by RBC
- e) Street lighting

#### **5. REVIEW SUBSCRIPTIONS AND ANNUAL INSURANCE/INDEMNITY POLICIES**

- a) Agree lead Committee Member

#### **6. PINCH POINT**

- a) Agree Lead Committee Member
- b) Review desirability, management, question of rights of way/access and relationship with Grosvenor Road.

#### **7. GDPR ISSUES: COMPLYING WITH GDPR LEGAL OBLIGATIONS**

7.1 Under these obligations (Data Protection Act 2018) every organisation who processes personal information is required to pay an annual data registration fee of £40 to the ICO, unless they are exempt. The DRF is not exempt. The two years of registration records held by the ICO shows that the DRF is not registered.

7.2. Members of the DRF Committee are Data Protection Controllers

7.3. Who is the current DRF Data Protection Officer?

7.4. Agree to apply immediately to the Information Commission's Office to register DRF for Data Protection Registration. The ICO will publish, some of the information provided, on the ICO's Register of Controllers.

7.5 Reviews to be undertaken on the following:

- a) Privacy Notice
- b) Data Protection Policy
- c) Review of Freedom of Information Requests

#### **8. ELECTED COMMITTEE MEMBERS ACCESS TO INFORMATION**

8.1 There is no system in place for induction or handover arrangements for newly elected Members. Devise mini induction covering key issues for newly elected members and officers.

- a) Access to DRF email Inbox who is currently responsible and how can the elected Members of the Committee access the DRF Inbox?
- b) Annual Voluntary contribution: List of households/members and finance
- c) Actions from AGM and unanswered correspondence
- e) Non-Disclosure Agreements for the Committee

**Committee Members to provide written report back with recommendations to Committee when they have completed a task or attended a meeting on behalf of the DRF. All Committee reports to include relevant background documents to assist in decision making.**

- Respect confidentiality of individuals**
- Don't let differences of opinion disrupt the workings of the group**
- Support the committee and accept majority decisions**
- Make sure they represent the views of members**

**– Ask members for their views on important issues**