

North Somerset Levels Internal Drainage Board
Minutes of Board Meeting
23rd October 2018

Present Messrs: B Gray(Chairman), W M Britten, T Bush, N Cole, R Mitchell, C Pyke, C Redding, R Triggol, and Council Representatives: P Burden, R Garner, J Iles, D Payne, M Pepperall, D Yamanaka, J Tonkin and C Webb.
Also in attendance: The Clerk and Administrative Assistant.

598. Apologies and Declaration of Members Interests

Apologies for absence were received from: P Kingcott, and Council representatives R Cleland, S Codling, T Porter, D Shopland and M Trump.

599. GDPR

This special meeting was called to make a decision on GDPR compliant policy documents and to decide upon the appointment of a Data Protection Officer.

Two documents, sent out early, had been superseded leaving the following papers used for this meeting : Draft Privacy Notice V2 (Appendix 1), Draft Data Protection Policy V2 (Appendix 2), Draft Document Retention and Destruction Policy (Appendix 3), excerpts from guides published by The Information Commissioner (ICO) [‘Lawful Basis for Processing’, ‘Public Task’, ‘Legal Obligation’, ‘Contract’ and ‘Consent’] (Appendix 4) had been distributed to all members and were taken as read. A note on ‘Your Rights’ (Appendix 5), to be added to the Privacy Notice, was handed out at the meeting.

Following discussion CR proposed, JT seconded and the Board agreed that Draft Privacy Notice V2, Draft Data Protection Policy V2 and the Draft Document Retention and Destruction be approved for adoption by the Board with agreed changes to wording including the removal of ‘video tapes’ as a media type and addition of ‘paper records will be destroyed by a secure document destruction service provider’. It was understood that the Board-approved documents might then be edited by the DPO once appointed. The Clerk presented details of the DPO services available from North Somerset Inspire Ltd (a trading arm of North Somerset Council) at a fee of £750.00 for 12 months. A separate quote had previously been presented to the Board for the DPO services at a rate of £50 per hour or part hour. There was some discussion regarding the services covered and the difficulty of estimating how much time would need to be spent on the DPO service. It was noted that most parish councils in the area have adopted this service. Responsibilities of Board Members as well as staff in ensuring the Board’s compliance with GDPR was noted, with attention being drawn to the sentence in the Policy stating that ‘The Board recognises that personal information is confidential and that unauthorised disclosure is a criminal offence under the Act’. After discussion PB Proposed, CW seconded and the Board agreed that North Somerset Inspire Ltd be appointed the statutory role of Data Protection Officer for NSLIDB providing data protection officer services for a 12 month period.

The Clerk to arrange data protection training through North Somerset Inspire Ltd for the non-Council appointed Board Members and for all staff at a cost of £12.80 per delegate, to be held at the Board’s offices.

600. Staffing Update

The Chair reported that the CEO of the Somerset Drainage Boards Consortium had met with the Clerk and the Chair to discuss his thoughts on three possible options and costings for support from the SDBC. A fourth option was added in light of his meeting with the Chair and Clerk. These options had not yet been seen by the Somerset Consortium Boards, therefore there are no proposals yet available for circulation. There was some discussion around the basis of these options. It was decided that the FP&GPC committee would look at these in detail at the next meeting with all other options remaining open.

601. Any Other Business

Direct debit mandate requests for Fuel Genie and Ricoh were proposed by DP seconded by JT, agreed by the Board and duly signed by the Clerk and the Chair.

Clerk reminded the meeting of the ADA conference on Wednesday 14th Nov; any Board members who would like to attend were asked to contact the office as soon as possible.

602. Confidential Business

Next Meeting of FP&GPC 20th November
Next Board Meeting TBC 11th December

Meeting closed at 20:05