



# NADPO EXECUTIVE

**MEETING NOTES**  
**Friday 19 February 2009**

**Field Fisher Waterhouse, London**  
**35 Vine Street**  
**London**

**Attendees:**

- Vincenzo Ardilio (VA)
- Peter Driscoll (PD) (Chair)
- Merle Gering (MG)
- Grisilda Ponniah (GP)
- Stewart Room (SR) (part)
- Michael Scully (MS)

	ITEM	ACTION/ DEADLINE
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Sarah Tilley (ST) – Membership Secretary</p>	
2.	<p><b>Allocation of Executive Responsibilities (as from 1 April 2009)</b></p> <p>The group unanimously agreed that MG and MS be welcomed as Executive members.</p> <ul style="list-style-type: none"> <li>• Chair: PD</li> <li>• Conferences/Seminars: MG provisionally co-ordinating with support of Executive</li> <li>• Membership Secretary: ST</li> <li>• Newsletter: MS provisionally editing subject to support of Executive</li> <li>• President: SR</li> <li>• Secretary: VA</li> <li>• Treasurer: GP</li> </ul>	

	ITEM	ACTION/ DEADLINE
3.	<p><b>ICO Conference 4 March - NADPO representation/arrangements</b></p> <ul style="list-style-type: none"> <li>GP confirmed that the venue had agreed to provide a table for NADPO to use for its display</li> <li>PD would provide a desk top stand</li> <li>A prize draw would be held for those expressing interest in joining NADPO to win £50 M&amp;S vouchers</li> <li>ST would attend the stand and deal with enquirers</li> </ul>	
4.	<p><b>Website Administration and Content</b></p> <ul style="list-style-type: none"> <li>SR to arrange for the web designers to provide access and training to ST, PD and VA at the Manchester conference.</li> <li>Each member of the Executive to prepare a biography and photograph for the website. To be forwarded to ST in the first instance.</li> </ul>	<p>SR 4 March 09</p> <p>ALL 31 March 09</p>
5.	<p><b>Financial Report</b></p> <ul style="list-style-type: none"> <li>PD confirmed he would prepare the accounts as at 31 March 2009 ready for hand-over to GP.</li> </ul> <p>In the interim, PD reported the following:</p> <p>Approximately £15,000 is available in funds. Known expenses in the near future were as follows (all figures rounded):</p> <ul style="list-style-type: none"> <li>Flyers/pens and promotional items: £1,000</li> <li>Web Developers fee to provide access/training to ST, PD and VA at Manchester: £200</li> <li>Membership Secretary's fees: £670</li> </ul>	<p>Update on 31 March 09</p>
6	<p><b>The Year Ahead</b></p> <p><b>a. Dates and themes for the conference and seminars</b></p> <p>PD proposed that he contact Jan Turner, Jane Corrin and Susan Smith to find out whether they were arranging seminars in the midlands/north of England in the near future. If they are not arranging seminars these would need to be arranged at the next Executive meeting.</p>	<p>PD to update Exec on 31 March 09</p>



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	<p>This would be followed by mailings to police authorities and NHS trusts and education providers such as colleges and universities. MG to make an FOI request for education establishment addresses.</p> <p>PD agreed to compose a promotional letter to be sent out to the LAs he has listed so far by ST at the same time as the next renewals.</p>	<p>PD to update Exec on 31 March 09</p>
<p>9</p>	<p><b>Any Other Business</b></p> <p><b>Newsletter</b> The group agreed that a quarterly e-newsletter would be appropriate to support the NADPO website. The aim would be to produce the newsletter during April, June, September and December.</p> <p>Regular features would be along the following lines:</p> <ul style="list-style-type: none"> <li>• What's happening in NADPO</li> <li>• Update on conference dates</li> <li>• News on the latest privacy/FOI issues</li> <li>• Who's Who and an address from the Chair</li> </ul> <p>For the first issue it was agreed that the membership should be asked if they would like to be part of an email network with other members.</p> <p>The Executive agreed to ensure MS received support by way of articles for inclusion in each edition.</p> <p><b>Web Forum</b> The web designers would be asked to provide a comment (and quote) on the feasibility of setting up a forum linked to the website. If such a forum were set up, daily monitoring would be required to oversee security issues, spam etc. MG offered to provide some initial monitoring if such a forum were set up.</p> <p>For both of the above projects, the graphics would need to be similar if not the same as the current website.</p> <p><b>Advertising on the NADPO website</b> The group agreed in principle to allow advertising on the NADPO website subject to a fee. This would, however, need further consideration.</p>	<p>MS to update Exec on 31 March 09</p> <p>PD to update on 31 March 09</p> <p>31 March 09</p>

	ITEM	ACTION/ DEADLINE
	<p><b>Constitution</b> The NADPO Constitution is due for review and this should be added to the next Executive agenda. PD confirmed he would check whether he has a copy for circulation.</p> <p><b>Promotional items</b> It was agreed that the effectiveness of the promotional items produced from the ICO conference would be monitored. If there was a marked increase in membership then further consideration may be given to producing more. This would be included on the agenda of the next Executive meeting.</p> <p><b>Date of Next Meeting</b> Tuesday 31 March 2009. 12pm – 2pm. Field Fisher Waterhouse</p>	<p>PD 31 March 09</p> <p>For discussion on 31 March 09</p>

## Summary of Actions

### ALL

Prepare biography for website

### Peter Driscoll

Accounts report

Confirm position for seminar in Midlands

Forward Stage 1LA list to ST for promotional mailing

Feedback regarding Website forum proposal

Confirm whether constitution held

### Merle Gering

Update on arrangements for 13 May seminar

### Stewart Room

Website training arrangements for ST, PD and VA (post meeting note – action complete)

### Michael Scully

Update on newsletter requirements and actions/articles required

### Sarah Tilley

Update on position with membership renewals