

**St Andrews & North East Fife Ramblers**

**Committee Meeting held in Cupar Fire Station Community Room at 7:00pm on Monday 8th April 2019**

**Notes of Meeting chaired by Convenor Jim C**

**Attendance**: CB, DC, JH, JF, JC, WA, IMcK, MH

**Apologies:** SR

**Matters Arising from October 2018 Committee Meeting**

Cupar Walk 3 signposting request to Countryside Trust has had no response; status to be followed up WA

Excess of £290 from leaflet funding. Committee agreed to round-up to £300 as donation to Forth & Tay Disabled Ramblers WA/IMcK

Press Reports now being added to website. Walk Photos to be linked to reports CLOSED

**Convenor Report**

 JC advised that he had no major issues to report with walks programme going well and no members concerns raised with him.

**Treasurer Report**

 IMcK presented latest finance report attached and explained a number of entries. It was agreed that we should continue to accept the quarterly payment from Ramblers UK, utilising any excess funds as necessary to support our Pilgrims’ Way path monitoring and any other minor path maintenance.

**Secretary Report**

* membership slowly declining—down to 94 with Insight Hub showing most members in sixties
* not clear if non-email members using an email “buddy”
* main issue raised by Ramblers has been changes to Data Protection Policy—refer below
* apologies from WA that was unable to attend Secretary training course; JF reported that it was excellent but no obvious lessons for our Group
* Scottish Gathering will be in Melrose in May; no members of Group known to be going
* All received Ramblers UK newsletters forwarded to members who are on email
* Option for First Aid Training course advised by Ramblers UK; interest will be gleaned via email by WA

**Walk Coordinator Report**

* Concern still that not getting enough new leaders –thanks to Colin Brown for coming on board and all leaders for Summer Walks
	+ Before next Planning Meeting in July, will issue request for new leaders via website, email, offer mentoring, suggest more joint leadership
* Fife Pilgrim Way Official Launch Set for July; not yet requested to monitor our agreed section but recent recce shows it is in good shape
* Had no concerns over walks raised by members, none about photo taking
* Thanks to JH for latest Newsletter and continuing reports in Citizen
* Audit of Walks Leaflets shows we have distributed about 50% of them with Tourist Office in St Andrews being main user. No issues on content raised
* Another analysis of walks will be done for Planning Meeting as still some debate whether we have correct mix of Sat vs Sunday (last analysis showed Sundays slighter better attended than Saturdays even though we favour Saturdays at present
	+ Slight falloffs in number on walks noted for last year and suspect trend may be continuing
	+ Increase of Wed walks should be considered, provided we can obtain sufficient leaders

**Press Correspondent Report**  JH apologised for recent fall-off in reports due to holiday absence. Walk Leaders to be asked again for reports where Press Correspondent not on walk (Walks Coordinator will place reminder in Walks Logbook)

**Webmaster Report**

 MH noted that some website maintenance done to update “links”, Secretary has recently added information on latest Data Protection Guidance and Privacy Policy from Ramblers. MH asked for more photos to be submitted (Walk Coordinator will add to Walk Leader Guide). As regards “hits”, noted that Cupar Walks Leaflet is popular.

**Area Council Report**

 JF reported on recent Area Council Meeting, noting that “walking with dogs” was an issue, where agreed it should be left to Walk Leaders to decide whether or not to accept dogs. Members with dogs would be welcome to organise own special walks together. Scottish Council mentioned new Apps coming into force, minor constitutional changes and concerns raised with Scottish MSPs re hill track damage.

**Group Holiday Report**

 JC reported on status of Dunoon holiday

* 29 members and friends now fully booked
* Some rooms are still available but previous advice to members did not result in any takeup
* Final payments received and will be made to hotel by end of April
* Little response to issuing of walks options, as regards Walk Leaders or walk preferences; hopes to offer 3 walks each day of varying grades and plans to bring walk descriptions/maps for leaders (WA will also bring info he has)

**Walk Registers**

Walks Coordinator reported on concern raised by 2 members over current policy of no registers,

* Apparent indication at Walk Leader Training Course that Register is mandatory
* Review by WA on current Ramblers policies and guides identified
	+ Latest Data Protection Policy discusses Registers with respect to “If taking a Walk Register….” Does not mention App but only Paper Register and confirms need to destroy after use
	+ Latest guide FAQs on Insurance includes answer “No, walk registers are not compulsory but again like recces, are seen as good practice and recommended”
	+ Walk Leader checklist does not mention Walk Registers but does indicate should have emergency contact details
	+ Walk Leader Toolkit FAQs does not include any mention of Walk Register nor does Walk Leader Role Description
	+ Walk Leader Toolkit does have Walk Register template as download it only asks for Name & Mobile Number so unlikely to be much use if do not have mobile
	+ Walk Leader Kit List does not include Walk Register
	+ Guidance on new digital Walk Registers does state do not have to register to take part in walk, nor is it mandatory for all walkers to fill it in nor is it compulsory for Walk Leaders to take a Register

In discussion, the Committee reached following opinions

1. It is clear that a Walk Register is not mandatory and thus it remains open to individual Groups to adopt its own policy
2. Experience has shown that mobile numbers for all walkers is not always available, mobile may not be carried, mobile phone coverage is still highly variable and policy is clear that optional for walkers to complete information in Register. Thus Register is no guarantee of being able to locate a walker going missing on a walk.
3. There is no enthusiasm from Walk Leaders to use Walk Register App and some do not have smart phones in any case.

Thus the Committee see no reason to change current policy of having no Walk Register, and although it might be open to individual Leaders to use a Walk Register, the Committee feel that it would be best to have consistent, no Register, policy on all Group Walks

The Committee recognises that there a potential safety issue on Walks relating to emergency contacts, either due to walker going missing, being injured or falling ill during walk. To deal with this, the Committee is recommending following tighter policy be adopted by all Walk Leaders

1. Leaders should ask all walkers to confirm they are carrying completed ICE cards and these can be used by Walk Leader in case of an emergency. If ICE not available, the Walk Leader will ask that walker completes blank card before starting the walk
2. Leaders should ensure, along with any back marker, that walking group does not get split and remind all walkers that rambles are fellowship walks and thus pace will be set to ensure no significant gaps build up, to ensure no one can lose touch with the walking group
3. Leaders should liaise with backmarker before start to ensure close contact of walking group is maintained, and where available, should share mobile phone numbers. (The Committee will seek opinion of Walk Leaders at next Walks Planning Meeting as to whether a simple mobile phone should be added to Walk Leader pack)

This tighter policy will be included in Walk Leader pack and communicated to all Walk Leaders for Summer Programme by the Walks Coordinator. WA

The Committee review and conclusions will be sent to the concerned members WA

**Data Protection: revisions to Ramblers Policy (attached)**

The Secretary explained his findings re latest Data Protection Guidance issued by Ramblers with major issue for the Group being:

* Newsletters now classified as Marketing and could require consent of member before being sent out
	+ Marketing defined as
		- Info on local walks campaigns or similar
		- Ramblers aims
		- News on local activities or other Ramblers activities
		- Anything with sponsor
		- Anything that not specific to Walks, AGM, Social Events
	+ If send out Newsletter by post with “marketing info”, must include statement “You’re receiving this communication because we believe that it would be of interest to you . If you’d rather not receive similar information in future, please let us know. Email and phone contacts for response”
	+ As up to members whether or not to access our website, no need to change its content but link has been added to Ramblers Privacy Policy, along to link to new Ramblers “Quick Guide to Use of Personal Data”

The Committee agreed that we add above statement to future Newsletters to avoid any debate over whether we are “marketing” with our Newsletters JH/WA

**AOB**

* Committee sent best wishes to Committee Member SR on arrival of first grandchild. Secretary will send card from the Group
* JC reported on very useful and cheap App, which provides walks and maps throughout the work. Can opt just to use for local region such as Fife, Tayside. (As cannot market such App without consent, members should contact JC direct for more info)
	+ This led to discussion over whether Walk Leader Pack should include a Walks GPS device but no decision was reached

**NEXT MEETING**—Monday 7th October, 2019



**Revised Data Protection Policy-Ramblers March 2019**

Laws are never black and white, but completely new legislation is particularly challenging. With no case law, it’s all down to interpretation, educated guesses and accepting different levels of risk. GDPR is clearly an example of this. There are so many ways to interpret the regulations that even the biggest companies, with whole departments of lawyers, came to different conclusions when implementing GDPR in May last year.

As a relatively small organisation, the consequences of getting it wrong would be catastrophic. Without the IT systems to provide the proper audit control and trail, we initially had to take quite a risk averse approach. Now that we’ve got the required data controls in place and have improved processes, especially with the Membership Secretaries’ dashboard on the Insight Hub, we have been able to review our policy.

With further guidance from the Information Commissioner’s Office (ICO), as well as our new systems, it means that we can now:

* Classify **walk programmes as contractual communications** (which can also include information on social events). This means that you can send these to all of your members, by email or post, regardless of their marketing preferences.
* **Newsletters are classed as "marketing”** and so they can only be emailed to members who have given their permission to receive marketing communications by email.
* You can send newsletters by post, regardless of marketing permissions, but full details of what you need to do are in [**the guidance**](https://ramblers.us14.list-manage.com/track/click?u=4bb677c518fc1dedbd8910ccd&id=2c73f0e78d&e=c6aea6281c).

What can and cannot be included, as well as how to keep data safe, is still quite complex, so it’s vital that you read the new guidance before changing anything. We’ve made the guides a lot shorter, simpler and easier to understand – they’re in the [**Volunteer Zone**](https://ramblers.us14.list-manage.com/track/click?u=4bb677c518fc1dedbd8910ccd&id=e95a8adc8f&e=c6aea6281c). There’s now a really quick and basic summary, which is relevant for all volunteers, as well as a slightly more detailed one for chairs. The most in-depth guidance is just six pages long and written specifically for membership secretaries, as the volunteers who use personal data most.