

## **Welcome Community Reps**

### **Your role**

Thank you for accepting the role of community rep for your area. As a community rep, you can contribute to Area Committee meetings, suggest discussion items, and represent your organisation and the citizens of your area to Councillors and City Council colleagues. There are 4 meetings per year. Please keep this information sheet to refer to throughout your time as a community rep.

### **Who we are / what you can expect from us**

The Constitutional Services Team is responsible for clerking and administering the Area Committee meetings. We set the dates for meetings at the start of the municipal year, and 5 working days before each meeting we will publish the agenda on the Council website. We also take minutes at the meeting, and publish our draft minutes after the meeting. Minutes will be confirmed at the next meeting and no longer be in draft form.

We will email everyone on our distribution list when the agenda is published, with a link to view the agenda reports pack on the website. If you have an Apple iPad or Android tablet, we can also set you up to view the agenda and minutes within the ModGov app. As standard, we send the agenda by email, as we endeavour to be environmentally friendly and save on printing costs. However, Community reps are entitled to a paper copy of the agenda pack if you wish, so do please let us know if you would prefer this. (Please note, you will need to confirm this at your appointment each year, in case your circumstances change)

### **Contact details**

The clerk for your Area Committee is Zena West. They can be contacted on **01158764305** or by email: **zena.west@nottinghamcitygov.uk**. Please provide any apologies for the meeting to your clerk.

### **Privacy statement**

You are not obliged either by statute or by contract to provide your contact details. They will only be used by the Constitutional Services Team to send you Area Committee papers; a Council task carried out in the public interest. For more information please refer to our detailed privacy statement at:

<https://www.nottinghamcity.gov.uk/privacy-statement/>. The Data Controller is Nottingham City Council and its Data Protection Officer is Naomi Matthews who can be contacted at: Nottingham City Council, Loxley House Station Street Nottingham NG2 3NG. The new data protection law known as the General Data

*(continued overleaf)*

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### **COMMUNICATION PREFERENCES**

Name: \_\_\_\_\_

Area Committee: West Area Committee (Aspley, Bilborough and Leen Valley wards)

☐ I would like to access the agenda and reports through the ModGov app on my tablet  
(you will also receive an email alerting you to publication)

☐ I would like to receive an email alerting me when the agenda has been published

Email address: \_\_\_\_\_

☐ I would like to receive a hard copy of the agenda and reports

☐ I would like to receive a hard copy of the agenda front sheet only

***(these are not the preferred options due to environmental concerns)***

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Protection Regulation provides for a number of new rights listed at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

Please note that if you are unhappy with the handling of your data you have the right to complain to the Information Commissioners Office: <https://ico.org.uk/concerns/handling/>. If you do not have access to the internet and would like to access to any of this information please contact Noel McMenamin as above.

### **Upcoming meeting dates**

The provisional meetings dates and times for the 2018/19 municipal year are as follows. The dates will be confirmed at the first meeting. Please add these to your calendar or diary, as meeting invites are not sent.

- 13 June 2018, 17:30
- 12 September 2018, 17:30
- 12 December 2018, 17:30
- 13 March 2019, 17:30

(all in LB31/32, Third Floor, Loxley House, Station Street, NG2 3NG)

### **Other things to note**

Nottingham City Council has a policy on filming at public meetings, which can be found on our website:

<https://www.nottinghamcity.gov.uk/about-the-council/council-meetings-decisions/recording-reporting-on-public-meetings/> or we can provide you with on request. As the meeting is public, anyone may attend, and anyone may record any part of the meeting if they wish. If you are uncomfortable being filmed, you may wish to consider whether you wish to remain as a community rep, and/or make contributions at any meeting where filming is taking place.

Please either give your response slip to your Clerk, email them your contact preferences, or post it to:

**Constitutional Services  
Nottingham City Council  
LH Box 28  
Loxley House  
Station Street  
Nottingham  
NG2 3NG**