

## Gloucestershire Centre for Environmental Records

### A User's Guide to GCER

### Gloucestershire's local environmental records centre



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GCER User 's Guide Version 2.5 Design and original content © GCER 2012 Photographs © 2008 - 2012 Linda Moore, Susanna Bird (honeycomb), Environment Agency (shrimp)

#### Acknowledgements:

Many thanks to the North West Local Records Centres for making available their online document "Working together for biodiversity in North West England", from which some sections of this document have been copied, in particular the Appendix.



GCER is hosted by Gloucestershire Wildlife Trust an Investor in People Registered Charity No. 232580

www.gloucestershirewildlifetrust.co.uk



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### Gloucestershire's unique resource



An introduction to Gloucestershire Centre for Environmental Records (GCER) - the single most comprehensive source of information on Gloucestershire's wildlife.

One of a network of Local Records Centres around the UK, we hold over a million records of species sightings in the County, and new records from a range of expert sources are added every week. We also have a large computerised map database with hundreds of digitised outlines of nature reserves, Key Wildlife Sites, Priority Habitats and other features of wildlife interest.

### A well-established centre

GCER has over two decades of history as an environmental records centre. The current Centre was established by Gloucestershire Wildlife Trust in 1990, as Gloucestershire Environmental Data Unit (GEDU). In 2007 GEDU became GCER, the Gloucestershire Centre for Environmental Records.

Whilst GCER administration is carried out by the Wildlife Trust, key managerial decisions are made in agreement with the GCER Management Committee, and GCER output has a distinct style.

#### What we do

Our outputs and services include:

- Checking development proposals against known wildlife constraints;
- Providing information to help with habitat creation or species protection;
- Hundreds of commercial and public sector data searches each year;
- Species-lists and site information;
- Data analysis for scientific reports;
- Attractive interpretation material for sign boards, websites and leaflets.

Some of our outputs are original material researched by GCER staff; other products may be the result of combining our efforts with many different partners.



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### The Management Committee

Like most LRCs, GCER is managed by a committee with representatives from key users and contributors. These include our host organisation, Gloucestershire Wildlife Trust, the Gloucestershire Naturalists' Society whose members provide the majority of GCER's species records - local planning authorities, national conservation bodies such as Natural England, the Environment Agency and the Forestry Commission, the Gloucestershire Geology Trust, and other interested parties.

**Biological** 

data

Data

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and links

The following User's Guide provides an introduction to GCER and other Local Records Centres and the principles of collecting, collating and using biological data.

The introduction is followed by details of GCER outputs and services, how we fit into the national picture, data standards, a list of policies and legislation for which our data might be valuable, and useful links.

For more information and news about GCER, see our website: www.gcer.co.uk

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### Why use GCER?



A Local Records Centre is much more than the database of records it manages. Experienced staff can analyse the data, taking local policies and priorities into account. Raw data can then be used for a huge range of research, monitoring and decision-making processes, and will help to ensure that the conservation and interpretation of our natural environment is based on sound information.

#### Data Search Resources

GCER has around 1.4 million records of protected, rare and common species, plus Geographical Information System (GIS) map layers for hundreds of sites of interest and other features. Our data holdings include:

- Protected and threatened species including rare, notable and national Priority species
- Invasive species
- Habitats including Priority Habitat
- Local wildlife site boundaries, including Local Nature Reserves and Key Wildlife Sites
- Local geological site boundaries, including Regionally Important Geological Sites (RIGS)
- Maps and data for Gloucestershire Nature Map

### **Customised Data Searches**

If our standard Data Searches don't meet your requirements, we can customise a Data Search. A customised search can help to:

- Provide a faster service
- Supply data in alternative formats
- · Provide bespoke presentation of data

In a customised search, data can be supplied in various formats and the information presented in a way that suits your needs.



### Data Services

GCER has considerable expertise in collecting, presenting and sharing environmental data. We are therefore able to offer a range of additional services, for example:

- Data conversion, analysis and management
- Field surveys
- Aerial photograph interpretation
- GIS training
- GIS data presentation

By working with local and national experts, GCER can provide validated and verified data to known standards, enabling them to be used with confidence - not just by professionals but also by students, conservation volunteers and other individuals with an interest in biodiversity. See <u>Data Validation and Standards</u> for more details.

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### **GCER** services

GCER provides information in many formats, ranging from simple species-lists through to complex data analysis and GIS mapping. The majority of our time is divided between the following:

- Commercial data requests. Most are one-off searches for information about a particular site such as a proposed development or landscaping project.
- Checking planning, development and works applications for local authorities, highways officers and the County Council in order to identify potential threats to protected species and important wildlife sites.
- Ongoing project work for partner organisations. This includes production of reports, digitising of Phase 1 Habitat Surveys, spatial data analysis, creating interpretation maps, and training others.
- Responding to one-off information requests from students and other members of the public; and
- The core work of maintaining the database. This last, very important task includes liaison with species recorders, regular software updates, data entry, validation and verification.



### Species identification

Requests from Wildlife Trust members and members of the public are often about species identification. For example, certain birds, plants and insects tend to provoke people's curiosity and lead to repeated queries (such as "What's this giant beetle?!" Or "is this an orchid?!"). GCER staff will carry out species identification if possible, or refer people to helpful experts who may be able to identify what they've found.

### Interpretation work

GCER is increasingly called upon, not just to provide raw data, but to analyse and interpret it, often by producing maps, illustrations or presentations which make use of our extensive collection of GIS data. We can also provide basic cartography, e.g. location maps for leaflets. If you need to produce interpretation boards or leaflets, it is worth considering a contract with GCER, as we do not sub-contract for cartography, and we have a huge resource of high-quality wildlife information to draw upon.



Enlarged section of an illustrative nature reserve map for a Gloucestershire Wildlife Trust leaflet

### Timing of data requests

Demands on GCER time and resources are hard to predict: the majority of single data requests will take about an hour, depending on the radius of search involved, but very big projects such as a major piece of interpretation mapping can take weeks. GCER staff time is limited, so there are times when some tasks must be put on hold until vital core work or project work is finished. However, if you have an especially urgent deadline for data, we will try to prioritise your search.



### Introducing Local Records Centres

A Local Records Centre is:

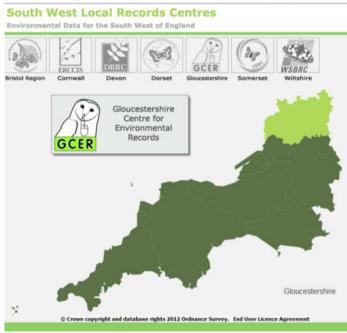
"a not-for-profit service run in partnership for the public benefit, which collects, collates, manages and disseminates information of known quality relating to the wildlife, wildlife sites and habitats for a defined geographical area."

National Biodiversity Network Position Statement on Local Records Centres, 2004

There are Local Records Centres (LRCs) throughout the UK, usually one for each county or major adminstrative area. Whilst much work is carried out purely on a county basis, LRCs do liaise with neighbouring counties, and have a national organisation, the Association of Local Environmental Records Centres (ALERC). GCER is both an ALERC member and one of a regional group of South West LRCs which meet regularly to discuss best practice and regional projects.



Other Local Records Centres in the South West: Bristol Region, Wiltshire and Swindon, Dorset, Somerset, Devon, and Cornwall & Isles of Scilly.



### Finding the right LRC

Administrative boundaries can be confusing. If you're not sure which Local Records Centre you need, there are handy search facilities on both the South West LRCs web portal and the ALERC website.

Although they are hosted and run in slightly different ways, Local Records Centres all have one common purpose: the collection, management and interpretation of wildlife data to support the conservation, understanding and enjoyment of biodiversity and geodiversity.

Left: GCER as shown on the LRC search map on the South West Local Records Centres web portal.

By working closely with local data providers and the National Biodiversity Network, Local Records Centres provide a 'one-stop-shop' for information on sites, habitats and species in the region. The services they provide are essential for underpinning policies and decision-making in both the public and private sector, and to ensure compliance with national and international legislation.

Because GCER is a Local Records Centre, we can engage local volunteers with expertise in ecological and geological survey, species identification and data management. This enables us to deliver valuable services in a highly cost-effective way through a unique economy of scale.



### Local Records Centres: value for money

#### An economy of scale

Many organisations and individuals require biological records to carry out their research, statutory duties or commercial services. Collating and validating the same vast collection of data each time a data search is required is beyond the means of any one organisation, hence the development of local environmental records centres such as GCER.

Much of the data managed by Local Records Centres is gathered by highly dedicated expert volunteer recorders. Other records come from professional surveys carried out for a range of purposes. Without Local Records Centres, these valuable data resources would not be made available to local and national users promptly and in a suitable format.



GWT, GCER and Plantlife rare plant monitoring day for Meadow clary plants at Stuart Fawkes nature reserve.

Data sharing Appendiz

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#### **Keeping GCER running**

Local Records Centres are run on a not-for-profit basis. Because we are helping to provide the evidence base for strategic conservation and monitoring initiatives, we receive some income from service level agreements (SLAs) with UK government agencies and local planning authorities. We are also supported by our hosts, Gloucestershire Wildlife Trust, who rely on GCER to ensure that important conservation projects are based on sound data and analysis. A third significant source of income is data searches for ecological consultants and private sector organisations.



GCER has Service Level Agreements (SLAs) with several key organisations, a regular input of project work, and a well-established clientele of commercial data users. However, these sources don't cover all of GCER's costs: the balance is met by Gloucestershire Wildlife Trust, who also provide office space, IT and finance support, and staffing administration.

As with all LRCs it is crucial that GCER users contribute to maintaining and improving the service, as we do not have the resources to provide information for free. For organisations requiring regular data provision, the most efficient and sustainable way of doing this is through a SLA or Memorandum of Agreement. Such Agreements offer an economical way of supporting GCER whilst benefiting from a shared resource that would be prohibitively expensive to achieve by other means. Supporters of GCER don't just use GCER: they are part of it.

Interested in a SLA or data-sharing Agreement? Contact gcer@gloucestershirewildlifetrust.co.uk

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### Biological data and why it is needed

### What are biological records?

Whilst it can prove challenging to collect and collate, biological data is not inherently complicated. A valid species record need only consist of single siting with the location, time, observer name and species identification noted. More detailed records may include abundance, life stage, behaviour, tracks and signs or other useful supporting information.

Habitat data may consist of a simple GIS layer showing some woodland outlines, or a complex, themed map of layered features with linked target notes or images. Either way, GCER can present and analyse the data in ways which help our users to base their work on sound information.

### Environmental duties and the demand for data

Local Records Centre have seen a big increase in the demand for data in recent years. Much of this has been driven by increasing levels of environmental legislation, and increased recognition of the need to take biodiversity into account. Information about the distribution of legally protected, rare or threatened species, habitats and geodiversity sites is needed more than ever by organisations in the public and private sector whose actions might affect the environment. Without up-to-date, reliable information, decision makers and policy makers can find themselves exposed to adverse risk, legally, environmentally and economically.

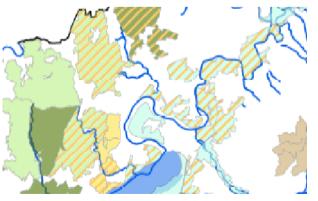
GCER can provide cost-effective information services which help utility companies and public authorities to comply with their statutory duties, thereby reducing risk and liability. These services are essential for underpinning policies and decision-making, and for protecting and enhancing the natural environment for the benefit of the local community. Relevant legislation and policies include:

- Natural Environment and Rural Communities (NERC) Act 2006
- Wildlife and Countryside Act 1981
- Countryside and Rights of Way Act 2000
- UK Environmental Information Regulations 2004 (EIR)
- The Conservation of Habitats and Species Regulations 2010
- Environmental Impact Assessment Regulations 2011
- National Planning Policy Framework 2012...



Himalayan balsam Impatiens glandulifera: One of the non-native invasive species for which GCER keeps records

...and more! A more comprehensive list is detailed in the Appendix, along with useful links to websites which provide details of the latest updates to policy and guidance.



Gloucestershire Nature Map layers showing traditional orchard hotspots (striped habitats)

### In practice

Examples of work affected by environmental legislation:

- Forward planning and development control
- Land and water management
- Local Sites monitoring and reporting
- Control of invasive species
- Waste management
- Highway maintenance
- Public access to environmental data
- Reporting on Government indicators
- Monitoring and planning for climate change
- Managing flood risk



### Data validation and standards

### How reliable are Local Records Centres?



One black swan. Slimbridge June 2011 PUnusually fierce

GCER aims to be a state of the art environmental records centre, providing sound data from a secure and up-to-date system of software and archiving. To this end, we use the most recent biological recording software packages, a choice of GIS software, and a system of double-checking incoming data for accuracy both of original identification and subsequent transfer to our main dataset.

In this we are aided immeasurably by having a dedicated, expert community of species recorders in the county who provide us with a fantastic, reliable source of incoming records. County Recorders also assist with doubtful or difficult species identifications, and often do a huge task of collating data before it even reaches the records centre. It is therefore very difficult for dubious or unreliable records to get through. Some records will have been checked four times by expert recorders, GCER staff and volunteers before they are finally entered into the main database.

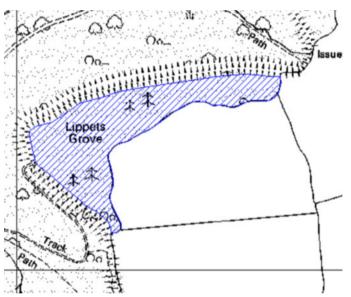
Even the best recorders have the occasional Bad Hair Day... Don't be offended if your records are double-checked!

### Data Search Standards

In addition to seeking a high standard of incoming records, we want to provide a consistently good output for our many data-users, whether they are commercial consultancies, government agencies, local planning authorities or members of the public. In this we are not alone: the South West Local Records Centres all keep different data and often produce different outputs, but we work to regionally- agreed standards of data quality and services.

For example, for Data Searches, GCER will:

- 1. Provide the most recently-processed data
- 2. Include a statement on how their data are validated and verified
- 3. Not charge for a Data Search if no data is found
- 4. Aim to complete the search within 10 working days
- 5. Supply data in widely-recognised electronic formats



Outputs such as Key Wildlife Site maps are produced to a standard format for ease of comparison

#### Data security

Local Records Centres take data security very seriously; all have systems in place to ensure compliance with the Data Protection Act and can adapt data sharing and confidentiality agreements to suit specific needs. GCER is experienced in the collation and management of data on ecologically sensitive and threatened species and sites, and follow strict procedures to ensure that data sharing does not result in environmental harm. Whilst every effort is made to share information whenever appropriate, the need to protect biodiversity may require a cautious approach to the release of information.



www.alerc.org.uk

#### National standards

GCER is a member of ALERC, the Association of Local Environmental Records Centres. ALERC represents the interests of Local Records Centres throughout the UK, sharing innovations and best practice and promoting standards in environmental data management and service provision. ALERC is working on a new accreditation system for LRCs, which GCER will undertake to achieve as soon as possible.



### Data sharing and exchange

At a national level there is a clear need to make environmental information widely available:

"across the country there is still too little sharing of best practice, and we are wasting time and money trying to find the information we need."

> Baroness Andrews, Parliamentary Under Secretary of State, Communities and Local Government, November 2008.

"There was an almost universal call to establish a meaningful dataset gathered locally but collated in one place, providing a baseline to measure and monitor against. Local Record Centres, which harness local volunteers and expertise, were frequently cited as best practice in data collection."

> Summary of responses to the Natural Environment White Paper Discussion Document, December 2010



The <u>UK Location Strategy</u> seeks to facilitate access to and re-use of all public sector location information including data on biodiversity.

Local Records Centres can help public sector organisations to share data by providing standardised, secure data storage and access facilities at a local level and, through the NBN Gateway, at a national level.

A distribution map from the National Biodiversity Network (NBN) Gateway

### At a local level

One of the key benefits of having a Local Records Centre is that those who contribute their data can usually get out more than they put in, due to the pooling of effort and collating of many data sources. Whilst much of GCER's work is aimed at providing a service for government and commercial users, we also spend time with data providers such as the many expert species recorders and members of the public who have contributed to the dataset over the years. In this respect we are very fortunate in having excellent recording groups and societies within the county, such as the <u>Gloucestershire Naturalists' Society</u>.

Biodiversity information can be sent in to GCER in a variety of ways to suit individual needs. We aim to help recorders get their records onto the database wherever possible, and can help with data format conversion, computer software issues or putting people in touch with more experienced recorders.



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If you record birds, plants or animals, however common or rare, feel free to contact GCER to see how we might be able to make use of your findings for the benefit of the county's wildlife - and maybe help you out in return.

### Seen something interesting?

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In addition to handling sets of wildlife data, we also receive many "casual" records of sporadic sightings. For those who want to give us one-off wildlife records, for any species group, a form is available from the website.

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# Legislation and Policy relevant to the services provided by Local Records Centres

Public bodies are required to follow a wide range of legislation and guidance aimed at protecting the natural environment, reducing biodiversity loss, maximising the social benefits of green spaces and wise use of environmental data. Local Records Centres are increasingly called upon to help achieve these challenges by providing baseline data, keeping organisations up to date with new information, and monitoring change.

This Appendix lists some of the key laws and policies for which GCER and other LRCs regularly provide valuable data, without which compliance may be difficult or impossible.

Requirement	Description/Information Required
Overarching duties	
Natural Environment and Rural Communities Act 2006 - "NERC Act" Section 40 is popularly known as "the Biodiversity duty"	'Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity" (Section 40) "publishing a list of the living organisms and types of habitat which in the Secretary of State's opinion are of principal importance for the purpose of conserving biodiversity'" (Section 41)
Natural Environment White Paper: "The Natural Choice" 2011	In June 2011 Defra published the Natural Environment White Paper accompanied by a new biodiversity strategy. The White Paper brings together, and reinforces the need for, many of the uses of environmental data listed below (also - see Social Policy and Access).
Listed species and habitats	
EU Habitats Directive (92/43/EEC) EU Birds Directive (79/409/ EEC)	Species listed here are subject to strict regulations Member states are required to introduce a range of measures including the protection of species and habitats, and to produce a report every six years on the implementation of the Directive.
The Conservation of Habitats and Species Regulations 2010	Comprises 189 habitats and 788 species to be protected by means of a network of Special Areas of Conservation, and Special Protection Areas (Natura 2000 Sites). An appropriate assessment is required for any large-scale development which is likely to affect these sites, which should comprise a review of biological data.
EU Water Framework Directive (2000/60/EC)	Aimed at protection of groundwater-dependent ecosystems and other water-quality related topics, including control of invasive species.
Wildlife and Countryside Act 1981 (as amended)	Gives legal protection to the most important conservation sites in the country, designated as Sites of Special Scientific Interest (SSSIs), and to a number of the UK's threatened species. Biological and geological data required at a local level to inform designation of these sites. Often applied in conjunction with the NERC Act species lists.



A parade of invasive freshwater shrimp, Dikerogammarus villosus [Environment Agency]



Requirement	Description/Information Required
Development planning	
EU Strategic Environmental Assessment (SEA) Directive (2001/42/EC)	SEAs are required to protect the environment and promote sustainable economic development. They predict, evaluate and mitigate the environmental impacts of strategic decision making.
Infrastructure Planning (Environmental Impact Assessment) Regulations 2009; EU Environmental Assessment Directive (85/33/EEC as amended 97/11/EC); Town and Country Planning (EIA) Regulations 2011	Environmental impact assessment legislation has been given an increasingly higher profile in recent years. EIAs are required for most types of large-scale development prior to planning approval, which should include biological data. Most LRCs derive an income from the time given to providing information to inform EIAs.
Planning and Compulsory Purchase Act 2004	A substantial reform of earlier planning law, incorporating stricter measures for the consideration of the natural environment.
National Planning Policy Framework 2012	The National Planning Policy Framework (NPPF) sets out the Government's planning policies for England and how these are expected to be applied. The NPPF must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions. Planning policies and decisions must reflect, and where appropriate promote, relevant EU obligations and statutory requirements.
Social policy and access	
The Aarhus Convention (UNECE Convention on Access to Information, Public Participation in Decision-Making and Access to Justice in Environmental Matters 1998)	Establishes a number of rights of the public (individuals and their associations) with regard to the environment. Parties to the Convention are required to make the necessary provisions so that public authorities (at national, regional or local level) will contribute to these rights to become effective. Rights include:
	<ul> <li>the right of everyone to receive environmental information that is held by public authorities; and</li> <li>the right to pertinize in environmental decision making</li> </ul>
Countryside and Rights of Way Act 2000 "CROW" Act - and amendments	• the right to participate in environmental decision-making. Provides protection for species and sites, in particular part 1 of the older Wildlife and Countryside Act (provision for protection and maintenance of SSSIs). Introduced the right to roam in the open countryside.
Green Infrastructure Agenda	The 2006 Northern Way report proposed a framework for City Regions to integrate Green Infrastructure into their forward strategic planning. LRCs have a role to play both in providing baseline habitat information and in GIS analysis of strategic green corridors.
Natural Environment White Paper: "The Natural Choice" 2011	Recognises that links exist between community and environmental health, and identifies the need for a robust data/evidence base. It also sets out the framework for landscape-scale conservation strategy. GIS mapping by LRCs - such as Nature Map data held by GCER - is a key source of evidence for carrying out this strategy.
AND AND AND AND	



Requirement	Description/Information Required	
National Indicators		
National Indicator 197 - now incorporated into the Single Data List for Local Government reporting	LRCs have played a major role in gathering information on Local Sites for Local Authorities needing to report on NI197 and the subsequent Single Data List requirement.	
Use of important environmental data		
EC Public Access to Environmental Information Directive (2003/4/EC) 2003	The Environmental Information Regulations (EIR) are similar to the Freedom of Information Act but are limited specifically to information regarding the environment. The EIR grant a right for any person to request access to environmental information held by public authorities and for public authorities to take steps to make environmental information available to the public.	
UK Environmental Information Regulations, 2004	There are, however, some exceptions under the Act, such as checks on wholesale release of information, the ready knowledge of which could be detrimental to the interests of biodiversity conservation.	
INSPIRE Regulations 2009	The INSPIRE Directive aims to make it easier to access and combine environmental spatial datasets held by public authorities, to support environmental policy and practice at a national and international level. This Directive became UK law under the INSPIRE Regulations 2009, setting standards for public authorities on metadata creation and the provision of publicly accessible data services.	
UK Location	UK Location is a pan-government initiative to improve the sharing and re-use of public sector geographic information, maximising its value to UK citizens and communities, government, commerce and industry. UK Location is the basis for delivering the UK's obligations under the INSPIRE Regulations 2009.	
Local Government Transparency Programme	An objective of the Local Government Transparency programme is to: develop a sector-led approach to data transparency which puts local authority data into the public realm in ways that provide real benefit to citizens, business, councils and the wider data community.	

#### Updates and amendments



# Links



#### Associates

We are pleased to be associated with: Cheltenham Borough Council Collins Environmental Consultancy Cotswold District Council Environment Agency Forest of Dean District Council Forestry Commission Gloucestershire County Council Gloucestershire Geology Trust Gloucestershire Naturalists' Society Gloucestershire Wildlife Trust Natural England Stroud District Council Wessex Water

www.cheltenham.gov.uk www.cec-ltd.org.uk www.cotswold.gov.uk www.cotswold.gov.uk www.environment-agency.gov.uk www.fdean.gov.uk www.fdean.gov.uk www.forestry.gov.uk/forestofdean www.gloucestershire.gov.uk www.glosgeotrust.org.uk www.glosnats.org.uk www.gloucestershirewildlifetrust.co.uk www.naturalengland.org.uk www.stroud.gov.uk www.wessexwater.co.uk

#### Local Records Centres

Association of Local Environmental Records Centres (ALERC): South West Local Records Centres web portal:

www.alerc.org.uk

#### Other South West LRCs:

Bristol Regional Environmental Records Centre: Wiltshire and Swindon Biological Records Centre: Dorset Environmental Records Centre: Environmental Records Centre for Cornwall & Isles of Scilly: Somerset Environmental Records Centre: Devon Biological Records Centre:

#### Other neighbouring LRCs:

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South East Wales Environmental Records Centre: with Worcestershire Biological Records Centre: with Thames Valley Environmental Records Centre: with Herefordshire Biological Records Centre: www.herefordshire.gov.uk/environment/conservation/2851.asp Warwickshire Biological Records Centre:

www.brerc.org.uk www.wsbrc.org.uk www.derc.org.uk

www.erccis.co.uk www.somerc.com www.dbrc.org.uk

www.sewbrec.org.uk www.wbrc.org.uk www.tverc.org

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www.warwickshire.gov.uk/web/corporate/pages.nsf/Links/A28C4FC69C0BE628802574CE003D2148

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