

Minutes of the Executive Meeting

3rd October 2021

Held at 11.00am via Zoom

Present: Carolyn Graves-Brown (Chair), Alain Thomas (Vice Chair), Darren Pritchard (Treasurer), Debra Allen, Val Ball, Matthew Crowle, Kirty Davies-Pryor (part of meeting only), Claire Gardner, Magda Gryczmanska, Claire Lawson, Sarah Marsh, Jon Trew.

In attendance: Karen Townend

Apologies: Tina Dunstan, Steve Tom.

| Agenda Item | | Actions |
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| 1. | Welcome | |
| | CG-B welcomed everyone to the meeting and apologies were noted. | |
| 2. | Minutes of the previous meeting | |
| | The minutes of the meeting held on 19th September 2021 were approved as a true record. | |
| 3. | Matters Arising | |
| | <ul style="list-style-type: none">CG-B had sent the Register of Interests from to new trusteesNew trustees had not yet been registered with Companies House or the Charities Commission. DP believed they are not formally trustees until the registration is completed. This was noted, although JT thought this was not the case as they had been elected onto the board at the AGM. CG-B said they should act as trustees but abstain from voting if they preferred.CG-B had drafted the letter for LJ and AJ and circulated it to trustees for approval. Several trustees wanted a role description to be written before the letter is sent. TD had made a start on this and AT agreed to complete the role description and send it to the trustees for approval.JT suggested a way of recognising LJ's work for GRW. There was a vote which was carried, so JT will pursue this.AT and CG-B had identified priorities for discussion.CG-B had already sent out Induction packs to new trustees but will resend them. | AT CG-B |
| 4. | | |
| | Appointment of Change Manager Martyn Hubbard Document: Priorities (next steps) AT had reordered the recommendations from MH's report into a timeline of priorities so that the urgent work could be identified and completed by a Change Manager, until the appointment of a Senior Manager. At a previous meeting trustees had committed to a full and proper recruitment process for that permanent role. DP expressed concerns about the affordability of the new post. He said he would need some time to familiarise himself with GRW's financial position and any | |

existing commitments. CG said there would be the option to look at grant funding for the post if necessary.

KD-P expressed an interest in the vacancy and also offered to start the work on a voluntary basis initially.

AT believed the short term post could be financed and that trustees should also make preparations for the permanent Senior Manager role, as that could always be halted if it was considered unaffordable.

Trustees discussed how best to recruit a short term Change Manager in line with MH's recommendation and the commitment made to members at the AGM, to hold an EGM in six months time.

CL said she has concerns about the governance at GRW. The commitment has been made to members for the work that has to be done in the next six months and she questioned why

She said as a middle sized charity, it is reasonable for GRW trustees to be involved in some operational work, but the separation must be defined and systems put in place.

CG-B said she had been approached by a member/volunteer of GRW, showing interest in the vacancy and with background knowledge of the organisation.

Trustees agreed that the Change Manager should be independent of the board, and therefore removed from any conflict of roles.

The draft contract was amended and a final version was agreed.

A rapid recruitment process was agreed as follows:

- The job description/person specification will be added to GRW's website, emailed to members, and shared by trustees on their networks.
- Applicants will be asked to submit a CV and short covering letter by 5.00pm on 13th October.
- Trustees will review applications independently on 14th and 15th October
- Trustees will rank their first three choices on the spreadsheet on the 'New GRW Drive' and on 16th October CG-B will indicate to trustees which candidates will be interviewed (maximum of 3).
- Interviews will be held on Sunday 17th October starting at 10.15am. All trustees will be present at the interviews and will make a group decision on the appointment.

GRW Trustee Roles

CG-B has added a document called GRW Trustee Roles to the New GRW Drive on Google Drive. It lists roles and responsibilities and shows trustees with responsibility for each area, and their deputy(ies). Trustees can edit the document on the Drive to update it.

AT suggested that the Chair's workload could be reduced if another trustee took on the Secretary role e.g. convening meetings, circulating agendas etc. CL offered help managing the Google calendar and may be able to offer more help in the future.

LJ and AJ are still managers for Google and ASM. They are still able to email trustees but can't see incoming emails. CG-B will remove them as soon as the handover is complete.

CG-B will contact trustees individually in the coming weeks for an informal chat

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| | <p>about their skills, any issues or problems,etc.</p> <p>Welfare Concern Regarding an Adopted Greyhound Trustees discussed concerns for an adopted GRW dog, following contact from a vet. [REDACTED]</p> <p>[REDACTED]</p> <p>ST, VB, NJ and SD are currently rewriting the adoption and relinquishment forms with regard to legality. At present GRW retains the ownership of all dogs that are adopted. CL said technically GRW could be prosecuted if the welfare of any of their dogs is compromised after adoption, although it isn't practical to keep in contact with all adopters to ensure the dogs' welfare. She said it's for that reason there is a complete change of ownership when adopting from large charities like the RSPCA and DT. She said adopters could become 'keepers' with conditions of relinquishment set out in the new form but then the advice of a practising solicitor should be sought. She said the solicitor would need to be one who is insured against liability for making the decision. She said there would also need to be an appeals procedure set up and an independent ombudsman in place. ST, VB, NJ and SD will continue the review, with CL's help, and also consider the issues raised regarding trustees' moral obligations in cases like this, and report back to a future meeting.</p> | <p>ST</p> <p>ST/VB & NJ/SD</p> |
| <p>5.</p> | <p>Format of future meetings</p> | |
| | <p>Future trustee meetings:</p> <ul style="list-style-type: none"> ● Staff are usually invited to attend part of the meetings ● Trustee reports (using the template) should be added to Google Drive no later than the Wednesday before the meeting ● Trustees are expected to have read the reports before the meeting ● From the reports, only items for executive decision will be discussed ● Meetings will be held on Sundays 10.15am until 1.00pm ● Trustees will meet every month for the foreseeable future, during this change process ● Meetings will be via Zoom. CG-B will add new trustees as Zoom users. <p>There will be a trustee meeting after the interviews on 17th October, to discuss urgent business, and to set a calendar for future meetings. The first full meeting will be held on 21st November.</p> | <p>CG-B</p> |
| <p>6.</p> | <p>Any other urgent business/Items for future agendas</p> | |
| | <p>[REDACTED]</p> <ul style="list-style-type: none"> ● AT has stepped down as GRW's representative on the Greyhound Forum because at the AGM he was public in his opposition to the possibility of the Valley track becoming a GBGB track. GRW will need to appoint a new representative at a future meeting. | <p>CG-B</p> |

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| 7. | Dates of the next meetings |
| | <ul style="list-style-type: none">• Following interviews on Sunday 17th October - urgent business• Sunday 21st November at 10.15am |