

Minutes of the Executive Committee (Redacted with “X”)

4th September 2022

Held at 9.30am via Zoom



Present: Carolyn Graves-Brown (Chair), Alain Thomas (Vice Chair), Debra Allen (Secretary), Tina Dunstan, Malcolm Eames, Claire Gardner, Magda Gryczmanska, Essex Havard, Claire Lawson, Jon Trew.

In attendance: Tim Doyle, Karen Townend.

Apologies: Darren Pritchard (Treasurer).

Agenda Item																					
1.	Welcome																				
	CG-B welcomed everyone to the meeting and apologies were noted.																				
2.	Declarations of interest																				
	There were none.																				
3.	Accuracy of the minutes of the last meeting																				
	The minutes of the meeting held on 24th July 2022 were agreed as accurate. Proposed: AT Secoded: MG																				
4.	Actions Log																				
	See Trustees Action Log 2022 on Google Drive																				
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	58	Ongoing. DA to complete the Charities Commission consultation.
	61	Ongoing. Co-opted trustees have been added to the website. CG-B will add the reasons for their co-option to Speedy News.
	62	Completed.
	63	Completed. On the agenda.
	64	Completed. TDoyle will take on this task (SendinBlue)
	65	Completed.
	66	Completed. Remedial work on the Hillcrest kennels is underway.
	67	Completed.
	68	Completed.
	69	Completed. The cost of a backup generator at Hillcrest would be very high. TDoyle agreed with staff that they would mitigate for power outages if necessary eg keeping torches to hand, all-season clothing for the dogs, exercising the dogs more often to keep them warm, or taking the dogs into the house during prolonged power outages.
	70	Completed. TDoyle is expecting feedback on the strategy document from the RSPCA and Dogs Trust at the end of September/beginning of October. There are other responses outstanding.
	71	Ongoing. Feedback hasn't been received yet (see 70 above). The strategy will then need to be translated into Welsh ready to launch at the AGM. Welsh translations have been done by a volunteer in the past. This will now be done by a professional translator due to the increased volume of work. The volunteer can continue to help with small updates to the website if he is happy to do so.
	72	Ongoing. CG-B to ask DP to prepare a summary of liabilities.
	73	Completed. On the agenda
	74	Completed. On the agenda.
	75	Completed. On the agenda.
	76	Completed. On the agenda
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	78	Completed. Work has started on broadening the environmental policy.
5.	Updates and actions from Exec meetings	
	<p>Report on Google Drive.</p> <p>The 'Executive' refers to the board of trustees, so the 'Exec meetings' should be called the Officers Group meetings to avoid confusion. The Officers Group should only be making urgent decisions that can't wait until the next trustee meeting. It is practical for the CEO to report to the Officers Group. The Officers Group has also been tasked with redacting trustee meeting minutes for the website. ACTION: CL to draft terms of reference for the Officers Group to avoid drift.</p> <p>Items 1 a), b), and c) of the report, relating to the CEO's professional review and reporting, were agreed by trustees. Proposed: CL Seconded: CG-B</p> <p>Item 2 Financial delegation - discussed under item 9 i) below. Item 3 AGM - discussed under 9 h) below.</p> <p>ACTION: TDoyle to look for mentor support XXXXXXXX</p>	

6.	CEO Report
	<p>Report on Google Drive. Trustees thanked TDoyle for his excellent report. There were no questions.</p> <p>Hillcrest development updates will be included in the CEO's report going forward.</p>
7.	Additional Reports
	<ul style="list-style-type: none"> ● Finance Report on Google Drive. ● HR No matters to report (one HR item within the CEO's report). ● Safeguarding No matters to report.
8.	Risk Register
	<p>The risk register is on Google Drive.</p> <p>The CEO's risk register has now become a central risk register, combining higher operational and strategic risks. There are currently four items on the register, three are still open.</p> <p>ME asked that energy security and energy cost be added to the register for monitoring, and also COVID, as both are external risks to Hillcrest and GRW charity shops. There was also concern about heavy rainfall and associated flooding affecting Hillcrest. It was suggested tree planting on the site could mitigate this in the future. The business continuity plan for Hillcrest includes extreme weather.</p> <p>It was agreed that TDoyle will add items to the risk register as appropriate, including concerns brought to him by staff and trustees. The register will be reviewed for significant changes at each trustee meeting.</p> <p>Proposed: DA Secoded: ME</p>
9.	Items for discussion
a)	<p>Adoption Agreement Paper on Google Drive</p> <p>Trustees discussed the solicitor's suggested changes to the adoption agreement, to allow GRW to intervene if the welfare of a rehomed dog was considered at risk, prompted by a recent case. As dogs are regarded as property in law, GRW would have to retain ownership of dogs after rehoming to place obligations on the adopter.</p> <p>After discussion, retaining ownership was ruled out, as GRW does not have the resources to monitor the welfare of all dogs post-adoption, and would be liable for the actions of all adopted dogs. Very few rehoming organisations retain ownership because of the legal consequences.</p> <p>It was decided that the agreement be changed to state that ownership is being transferred to the adopter, and that wording be added asking adopters to agree to engage with GRW, in the best interests of their dog, if there are welfare concerns. This will be reflected in the adoption leaflets.</p> <p>A statement will need to be added regarding GDPR, stating that GRW will retain adopters' personal information, to be used to contact them to support them as owners of their dog, and if any welfare issues arise.</p> <p>ACTION: TDoyle to draft new wording for the adoption agreement with NJ and MG, and check the legality of the new GDPR clause.</p> <p>Proposed: CG Secoded: CG-B</p>
b)	<p>Reserves Policy</p> <p>Not discussed as DP was not present at the meeting.</p>
c)	<p>Policies for Review</p>
i)	<p>Risk Management Policy on Google Drive</p> <p>The policy sets out how risks are recorded and managed. The risk register has been removed from the policy, so they are now separate documents. The policy has been formatted in line with other GRW policies.</p> <p>These changes were agreed by trustees.</p> <p>Proposed: TD Secoded: CG</p>
ii)	<p>Trustees' Code of Conduct Policy on Google Drive</p> <p>Trustees discussed the tracked changes made by CL to date. DA's suggested change to the wording for number 10 regarding lurchers, was agreed. There was discussion, but no agreement, about the use of the term 'rehomeable' in number 4.</p> <p>ACTION: CL to continue to edit the Trustees Code of Conduct Policy, tracking her proposed changes.</p> <p>Trustees to add any comments to the policy on Google Drive by 11th September, when CL will make the changes she has identified. Further changes will still need to be made. The policy will be considered for approval again at the next meeting.</p> <p>Proposed: ME Secoded: DA</p>

<p>ii)</p> <p>iii)</p> <p>i)</p> <p>j)</p> <p>k)</p> <p>l)</p>	<p>Meeting venue and arrangements Trustees discussed the suggestions for possible venues in Llandudno, and the tasks that need to be done in preparation for the AGM, with the added complication of changing to a CIO. ACTION: the Change Group to make decisions regarding the venue, arrangements for notifying members about the AGM, advance notice of proposals and other related matters at their next meeting on 6th September.</p> <p>Speakers Trustees discussed the options for speakers. ACTION: the Change Group to invite Carolyn Thomas (Chair - Cross-Party Group on Animal Welfare) to speak at the AGM, and then agree on a practical option to follow, such as a workshop by a dog behaviourist.</p> <p>Scheme of delegation and other CEO functions Report on Google Drive The Officers Group had looked at financial delegation but not at the operational delegation of powers for the CEO. ACTION: TDoyle to prepare some notes on the areas he would like to have delegated decision making on as CEO.</p> <p>Trustees agreed to the interim financial delegation spending amounts as set out in the Executive report. Proposed: DA Seconded: TD</p> <p>Proposal for part time kennel assistant MG asked trustees to consider creating a new part-time kennel assistant post at Hillcrest. MG has concerns that the increase in the number of dogs in the kennels, to nineteen or twenty, would affect the quality of care dogs receive. GRW has a reputation for high levels of care at Hillcrest and MG wants to ensure this level is maintained. MG's concerns were noted and trustees agreed that the high standard of care at Hillcrest must be maintained after the expansion. ACTION: TDoyle to discuss staffing levels with SD to determine if any extra help is needed (including the use of established bank staff) to maintain high standards of care.</p> <p>30th Anniversary planning Due to time constraints this agenda item was deferred to the next meeting. ACTION: CL to add 30th anniversary planning to the next agenda.</p> <p>Any Other Business</p> <ul style="list-style-type: none"> • ME asked how trustees will be appointed at the AGM. The exact arrangements will be confirmed shortly, as a move to a CIO may require two elections to be held at the AGM. The Change Group is currently working on this. • Trustees were advised that DP will be standing down at the AGM, so a new Treasurer will be needed, although under the CIO model the role may not be as demanding. • Welsh language policy and the establishment of a working group will be added to the next agenda but there is no paper to discuss yet. ACTION: CG-B to invite EH to prepare a paper with recommendations, on Welsh language policy, for discussion at the next meeting.
<p>10.</p>	<p>Date of the next meeting</p>
	<p>Sunday 2nd October 10.00 - 16.00 (with 30 minute lunch break)</p>