

Minutes of the Executive Committee

20th August 2023

Held at 9.30 via Zoom



Present: Alain Thomas (Chair), Debra Allen (Vice chair), Tina Dunstan (Treasurer), Claire Lawson (Secretary), Malcolm Eames, Claire Gardner, Magda Gryczmanska, Essex Havard, Jenny Newbury.

In attendance: Tim Doyle, Karen Townend.

Apologies: Nicky Hughes, Julie Payne.

Agenda Item																																			
1.	Welcome & Apologies																																		
	AT welcomed everyone to the meeting. 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 16th July 2023 were agreed as an accurate record. Proposed: MG Seconded: DA																																		
4.	Actions Log See Trustees Action Log 2022 / 2023 on Google Drive																																		
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	<p>will provide for dogs and it will ensure other criteria don't lower the standard of care offered if kennel spaces increase. The broad outcomes from the scoring on the grid are: to maximise the number of dogs at the centre, whilst providing an excellent environment for them and good conditions for staff, and a first class experience for adopters.</p> <p>ACTION: JN to produce a value chain analysis of the rehoming centre criteria. ACTION: AT and ME to look at ranking/weighting of JN's analysis of the rehoming centre criteria.</p> <p>c) Policies on Google Drive The comments on the draft documents were discussed and changes agreed.</p> <ul style="list-style-type: none"> ● GRW018-Safeguarding Policy The suggested change to the wording in 7 a) was agreed. It was agreed to remove point 17 g) relating to the adoption of the Charity AI Ethics and Governance Framework as it has not been adopted by GRW yet. Agreed unanimously to adopt the policy. ● GRW021-Reserves Policy Agreed unanimously to adopt the policy. ● GRW046-Greyhound Racing Policy Agreed unanimously to adopt the policy. ● GRW024-Performance Management Policy Agreed unanimously to adopt the policy. ACTION: TDu to review the existing Appraisal Policy and remove it if it is duplicated as a result of adoption of the new Performance Management Policy. ● GRW023-Sickness Absence Policy ACTION: TDu to add a reference to the employer's duty of care in the Sickness Absence Policy, as a further reason for asking employees to notify managers of their unexpected absence from the workplace. ACTION: TDu to produce a self certification absence form for staff use, as referenced in the Sickness Absence Policy. Agreed unanimously to adopt the policy. ● GRW017-Pay and Remuneration Policy Point 4 b) was added requiring staff to notify GRW immediately of a change of address. The pay review date was changed from April to October, to line up with the real Living Wage review date. Agreed unanimously to adopt the policy. <p>d) Arrangements for the next AGM Workload is already at capacity and likely to increase with the developing situation at Valley, ongoing work towards adopting a new constitution and the planned change to a CIO. Rimmer and May require financial information to be prepared in order for them to produce the audited accounts.</p> <p>It was proposed to delay the AGM until February 2024. This would tie in with the end of GRW's financial year and it would be within fifteen months of the previous AGM as required by the constitution (deadline 20th February 2024). Unanimously agreed.</p> <p>There was discussion about whether the AGM should be held in the north or south, or held via Zoom. This will be decided at a future meeting. It was recognised that organising the AGM requires significant resources, whether it's a virtual event or in person, and that TDo doesn't have the time to take on this work.</p> <p>It was agreed to hold the AGM on Sunday 18th February 2024 11.00 - 16.00.</p> <p>ACTION: TDu and TDo to ask Rimmer and May what information they require to produce the financial accounts for the AGM. ACTION: TDo to approach Camlas to ask if they would be able to organise the AGM for GRW, and also approach any other relevant companies for quotes. ACTION: EH to produce a paper for the next meeting with suggestions for activities, a speaker and potential venues in South Wales that are dog friendly, in the event of a face-to-face AGM.</p>
9.	Dates of the next meetings
	Trustees Meetings

- Sunday 8th October 2023 9.30 - 13.30
- Sunday 19th November 2023 9.30 - 13.30
- Sunday 17th December 2023 10.00 - 12.30 (for AGM planning and urgent business only)
- Sunday 14th January 2024 9.30 - 13.30

AGM

- Sunday 18th February 2024 11.00 - 16.00