

Draft Minutes of the Executive Committee

19th November 2023

Held at 9.30 via Zoom



Present: Alain Thomas (Chair), Tina Dunstan (Treasurer), Claire Lawson (Secretary), Malcolm Eames, Claire Gardner, Magda Gryczmanska, Essex Havard, Nicky Hughes, Jenny Newbury, Julie Payne.

In attendance: Tim Doyle, Karen Townend.

Apologies: Debra Allen (Vice chair).

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 8th October 2023 were agreed as an accurate record. Proposed: TDu Seconded: CG																										
4.	Actions Log See Trustees Action Log 2022 / 2023 on Google Drive																										
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5.	Updates and actions from Officers' meetings Report on Google Drive.																																								
	<p>Comments/questions</p> <ul style="list-style-type: none"> Reporting cycles to the Charities Commission (CC) and Companies House are out of step with internal AGM reporting. It was proposed to address this by holding another AGM shortly after the planned AGM in February 2024. This would be in late May or June 2024 to allow for the accounts to be prepared. The CIO constitution will need members' approval before it is submitted to the CC for its approval. If the CC amends the new CIO constitution, the second AGM would provide an opportunity to put any changes to the membership quickly. <p>The following actions from the report were proposed:</p> <ul style="list-style-type: none"> That the AGM in February 2024 be held online. That a second AGM in 2024 be held in May or June to bring the internal and external reporting cycles in line. <p>Proposed: TDu Secoded: ME Unanimously agreed.</p> <p>The group will seek further advice from the CC about the transition to a CIO, including whether all current</p>																																								

	trustees will need to stand down.
6.	Reports
a)	<p>CEO's report on Google Drive</p> <p>Comments/questions</p> <ul style="list-style-type: none"> TDo thanked TDu for her support with the recent HR workload. XX
b)	<p>Finance report on Google Drive</p> <p>Comments/questions</p> <ul style="list-style-type: none"> For the current financial year up to 10th November, actual income is £538,972.10 and expenditure is £512,595.06. Income from Gift Aid exceeded targets, particularly in retail. Veterinary costs continue to increase and are over budget. Although GRW is currently breaking even, Income will need to be increased next year.
c)	<p>Public Affairs/campaigns</p> <p>ME apologised for the lack of a written report XX</p> <ul style="list-style-type: none"> GBGB racing commenced at Valley on 3rd November, with daytime meetings aimed at online gambling audiences. Traps have failed at each meeting, the first corner has not changed substantially and there are still collisions there. The broadcaster SIS has published a calendar for 2024 with racing at Valley on Tuesdays and Sundays. It's not known if there will be enough dogs available to run at these meetings. XXXXXXXXXXXXXXXXXX a trainer previously banned by GBGB for doping offences and race fixing, has had his ban lifted, andXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX The consultation has been delayed but Welsh Government officials are hopeful it will be published in late December. ME will be part of the drafting team for the joint coalition's response. GRW is the only sighthound specific organisation in the coalition, and a decision will need to be made as to how best to engage members and provide them with guidance to keep up public pressure for a ban on racing in Wales. XXXXXXXXXXXXXXXXXXXX a former trustee, had expressed an interest in becoming more involved with GRW again, particularly with the campaign.XX has experience of responding to consultations and has since been co-opted onto the Campaigns group. XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX <p>Comments/questions</p> <ul style="list-style-type: none"> XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
d)	<p>30th anniversary wash-up - reported actions</p> <p>Trustees recorded a vote of thanks to BSS for her work organising the anniversary dinner. Thanks were also extended to CL.</p> <p>The event was very successful and there were a number of positive outcomes from the evening. It raised GRW's profile as a sensible and measured organisation, carrying weight. XX</p> <p>Some of the retail staff had expressed an interest in having more information about the charity's stance on racing, and the campaign, so that they are better equipped to talk to customers about it if asked. Trustees agreed that this would be beneficial. It could be done as part of the training package, or as an information pack for staff to read. XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>ACTION: TDo to ensure retail staff are informed about GRW's stance on greyhound racing and the campaign, either through an information pack, the two-yearly training programme or both.</p>

	<p>There was discussion around how to inform members about the anniversary dinner and the resulting benefits, once all the actions have been identified and collated. ACTION: TDo to share information regarding the benefits and outcomes of the event with members. ACTION: AT to collate the actions from the anniversary dinner for incorporation in the action log by CL. ACTION: ME and TDo to produce some briefing material about GRW's stance on greyhound racing and the campaign, to be made available to retail staff and street collection volunteers etc.</p> <p>It was agreed that the first Trustee meeting after the AGM will be held in person, rather than via Zoom.</p> <p>e) Hillcrest working group CG is drafting terms of reference for the group, which will be shared. It was proposed that as the £2 million rebuild of Hillcrest is unrealistic to pursue, the project should be closed with XXXXXXXXXXXXXXXXXXXXXXXbeing discharged, and the mechanical & electrical engineers being told they are not needed. It was noted that the architectural plans could be scaled up or down in the future if desired. Proposed: AT Seconded: CG Unanimously agreed</p> <p>It was agreed that Richard Tynan be invited to join the next trustee meeting for a thirty minute question and answer session. ACTION: TDo to invite Richard Tynan to the trustee meeting on 14th January 2024.</p>
7.	Risk Register/Incident Log on Google Drive
	There were no updates to report.
8.	Items for discussion
a)	<p>Policies - Policy register & reassign outstanding policies on Google Drive The policy register was discussed, with a view to re-assigning those policies awaiting review, to share the workload between trustees.</p> <ul style="list-style-type: none"> • NH agreed to take some policies from TDU's • MG to be provided with templates for those policies where she is lead • JN will review 006 Data Protection first, before 012 Information Security is reviewed • JP will review 036 Environmental Policy • NH will review 044 Trustee Induction Pack • EH will continue to develop a Welsh language policy <p>ACTION: TDo will contact the trustees who have offered to take on additional policies for review.</p> <p>ACTION: CL to add review of trustee roles to the agenda for the first meeting after the AGM.</p> <p>b) GRW051 - Welfare Framework The welfare framework document sets out standards and levels of care that GRW gives to its dogs. These written standards will ensure that increasing the number of dogs at Hillcrest won't reduce the level of care and attention they receive, and will be used as a reference document for staff and volunteers. Comments/questions</p> <ul style="list-style-type: none"> • Hillcrest staff have welcomed the introduction of a formal written document that sets out the standard of care given to the dogs, and more detailed information on all aspects of their care. • Trustees welcomed the policy. • The document has been structured in a way that it could be shared with other organisations and with potential adopters. <p>c) Real Living Wage increase The Real Living Wage has increased from £10.90 to £12.00 per hour. The cost to GRW of implementing this increase for staff, excluding the CEO, would be an additional £3,000 per month. Trustees discussed the affordability of this increase, and how to proceed, taking into account differentials in the staffing structure, and the planned benchmarking exercise. Trustees would like GRW to remain as a Real Living Wage employer, subject to affordability, but did not feel they had enough information to make a decision at the meeting. It was agreed that information be gathered for the next meeting looking at the pay levels of all roles in the organisation. ACTION: TDo and TDU to provide information on the pay rates for roles, the number of staff in those roles and prepare a recommendation on pay for the next meeting.</p> <p>d) Filing the accounts (by 30.11.23)</p>

	<p>The accountants are on track to meet the 30th November deadline for filing the accounts with Companies House. The submission date for the accounts to the Charities Commission is one month later but they can be filed at the same time if they are ready. When GRW moves to a CIO status it will no longer have to file accounts with companies House.</p> <p>e) AGM working group update Paperwork is being prepared for the AGM. There were no comments/questions.</p> <p>f) Next steps for CIO draft constitution This was discussed earlier in the meeting under 5. above.</p> <p>g) Delegation of powers to Officers re potential Treasurer It was agreed that Officers brief a new volunteer XX about the role of Trustee Treasurer (co opted), for consideration at the next meeting.</p>
9.	Date of the next meeting
	<p>Sunday 14th January 2024 9.30 - 13.30</p> <p>Sunday 4th February 2024 9.30 - 12.00</p> <p>Sunday 18th February 2024 AGM 11.00 - 16.00</p> <p>Sunday 17th March 2024 9.30 - 13.30 (venue to be confirmed)</p>