

# Greyhound Rescue Wales



## Minutes of the Executive Committee

21 July 2024

Held at 9.30 via Zoom

**Present:** Alain Thomas (Chair), Debra Allen (Vice chair), Claire Lawson (Secretary), Amanda Simisker (Treasurer), Beca Brown, Malcolm Eames, Magda Gryczmanska, Essex Havard, Nicky Hughes, Jenny Newbury.

**In attendance:** Tim Doyle, Karen Townend.

**Apologies:** Claire Gardner, Tina Dunstan.

Agenda Item																																	
<b>1.</b>	<b>Welcome &amp; Apologies</b>																																
	AT welcomed everyone to the meeting. Apologies were noted.																																
<b>2.</b>	<b>Declarations of interest</b>																																
	There were none.																																
<b>3.</b>	<b>Accuracy of the minutes of the last meetings 2 June 2024 30 June 2024</b>																																
	The minutes of the meeting held on 2 June 2024 were agreed as an accurate record. Proposed: DA Seconded: ME  The minutes of the meeting held on 30 June 2024 were agreed as an accurate record. Proposed: EH Seconded: JN																																
<b>4.</b>	<b>Trustees Action Log 2024 - 2025 on Google Drive</b>																																
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	<p>greyhounds, with everyone welcome to attend with or without dogs, in an informal setting, may be more appealing to potential fosterers.</p> <p>It was suggested that stating the event had been cancelled due to lack of interest was a very negative message. TDo accepted the point but said this was done deliberately to be honest about the lack of support, as a review of social media had shown there is a public misconception that GRW is XXX</p> <p><b>c) Public Affairs/campaigns</b> on Google Drive.  Comments/questions</p> <ul style="list-style-type: none"> <li>• ME has drafted a letter to HI-D (on Google Drive) summarising the evidence gathered at Valley since the consultation closed. It was circulated prior to the meeting for comments. It was agreed that ME, CL, AT and TDo would discuss changes to the letter after this meeting.</li> <li>• XXX</li> <li>• It was suggested that GRW publish the data on its own website and summarise it into bullet point statements that the coalition could use. The data could be referenced and attributed to GRW if used elsewhere. It was acknowledged that although the data is vital and must be in place as evidence, policy makers won't read it as they are looking for bold simple messages in bullet points that can be backed up.</li> <li>• In addition to the data, there is a lot of other information that could be added to GRW's website regarding the welfare concerns around greyhound racing, and the evidence against it.</li> <li>• XXX</li> <li>• ME believes the data collected covering the first eight months of GBGB racing at Valley has a level of analysis that hasn't been done before on a track in the UK. That is the kind of statement that should be used as a bullet point for attention.</li> <li>• XXX</li> <li>• It was agreed that the data that has been collected is a tremendous resource, and that it now needs to be distilled into bullet points with key messages. As there will be a new leader of the Senedd, and most likely a cabinet reshuffle the data/messages could be made available to WG and used to keep the press/media interested in the campaign, building up to the return of MSs in autumn, and keeping pressure on a new minister.</li> <li>• GRW could post the key messages on its social media, or produce information/displays for the shops.</li> <li>• XXX</li> <li>• A meeting is already scheduled with the coalition next week.</li> <li>• XXX</li> <li>• XXX</li> </ul> <p><b>ACTION: TDo, AT and ME</b>  XX</p> <p><b>d) Complaints</b>  <b>Report 1</b> on Google Drive  DA outlined the complaint received from a customer XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX and her response after investigating the complaint. No further action required.  <b>Report 2</b> on Google Drive  DA outlined the complaint received from a customer XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX and her response after investigating the complaint. No further action required.</p>
7.	<b>Central Risk Register/Incident Log</b> on Google Drive
	No changes since the last meeting.
8.	<b>Items for discussion</b>
a)	<p><b>CIO transition update</b>  <b>CIO Conversion Update Email from Charity Commission &amp; AT notes</b> on Google Drive.  XX  Proposed: AT Secoded: JN</p> <p>The CC has issued new guidance on holding meetings.  <b>ACTION: Officers' Group</b> to consider the Charities Commision's new guidance on holding meetings.</p>
b)	<p><b>WhatsApp group terms of reference</b>  <b>Terms of ref</b> on Google Drive.  JN drafted the terms of reference for the Trustee WhatsApp group, the guidance could be applied to other WhatsApp groups within GRW.  Comments/questions</p> <ul style="list-style-type: none"> <li>• Comments previously made have been taken into account in this final draft.</li> <li>• Under 8. the CEO can be invited to join the group with trustees' agreement. The phone number used would be the CEO's work phone so there wouldn't be any issues with out of hours</li> </ul>

messaging.

It was proposed that the Trustee WhatsApp group terms of reference be adopted.

Proposed: JN Secoded: MG

Unanimously agreed.

Under 4. of the terms of reference Officers act as group admins and are responsible for setting up the group.

**ACTION: Officers' Group** to set up the Trustees WhatsApp group.

c) **Decision log and tracking constitutional amendments**

CL recommended that a system be set up to track board decisions affecting policy and/or working practices as the lack of such a system could become an issue when the board changes. Decisions made at board meetings will have been recorded in the meeting minutes, but the decisions aren't all recorded in one place. Some decisions will affect policy but may not appear anywhere except in the minutes.

Comments/questions

- Not all decisions would necessarily need to be recorded in this way, the system could be trialed in preparation for the new CIO constitution.
- A standard sub agenda item, under the minutes approval item could be added to ensure any decisions made outside meetings were recorded formally.
- The new system shouldn't have any implications for staff workload.

It was proposed to set up a decision log and tracking for constitutional amendments, and add a new standard sub agenda item to formally record decisions made outside board meeting.

Proposed: CL Secoded: JN

**ACTION: CL** to set up a decision log and system to track constitutional amendments, and add a standard sub agenda item for board meetings.

d) **KPIs**

**KPIs** on Google Drive.

The Officers' Group had discussed establishing a performance indicator dashboard so that the performance of each area of the charity could be checked at a glance. The document suggested information and data that could be included, for comments and discussion.

Comments/questions

- Fundraising should be divided into six key areas with a KPI for each. TDo and KM will identify six KPIs for fundraising
- The dashboard will be accessible to all trustees and will show rolling progress. The report to be noted at board meetings. Areas of concern would be mirrored in the CEO's report.
- The dashboard will formalise what is already happening now.
- Legitimate purpose to collect data - need to ensure that the Privacy Policy explains why GRW is collecting the data and informs people how to withdraw their consent if they wish. JN has templates for this if needed. Need to ensure GRW is meeting the minimum criteria for legitimately collecting the data, or make it voluntary.
- TDo suggested it would be useful for department managers to have sight of the dashboard too.
- Information could be imported automatically to fill some of the fields.

DA will continue to work on creating the dashboard taking the above comments into account.

TDo is planning to review trustee accounts for levels of access for systems like ASM to ensure GRW complies with its own Information Security Policy.

e) **Trustee responsibilities and role description**

**Trustee Responsibility Matrix** on Google Drive.

The background to the review of trustee responsibilities and the role description was prompted by the change from trustees being active volunteers as well as trustees, to them now acting in a governance role for the charity.

Comments/questions

- Trustees were asked to express their interest in the deputy roles and the following deputies were agreed:
  - NH - for public affairs & campaigns, and complaints, and safeguarding
  - BB - for Welsh language
  - EH - for therapy hounds
  - JN - offered to act as deputy for any role not filled
  - ME - for Hillcrest development
  - AS - for fundraising & income generation, and rescue & rehoming
  - DA - for HR and all the secretary roles
- The secretary roles were divided into:
  - Company and Meeting Secretary
  - Minutes Secretary (a trustee role but currently undertaken by a volunteer)
- Additional lines were added for:
  - CEO Line Manager
  - Awards Sub Committee

If the lead trustee can't fulfil their responsibility then the deputy will stand in. The lead trustee and their

	<p>deputy could also discuss how the deputy could offer support to the lead. Trustees may need to meet with staff in their area of responsibility a few times a year. This would probably only apply within fundraising, rescue and rehoming, and retail.</p> <p><b>Trustee Role Description</b> on Google Drive.  Comments and suggestions made on the draft document before the meeting were reviewed and agreed and will be incorporated into the trustee role description document.  Comments/questions</p> <ul style="list-style-type: none"> <li>● A link should be included to the trustee videos that will be made by BB and NH. <ul style="list-style-type: none"> <li>○ It would be useful to include the stated essential role requirements in the trustee videos.</li> <li>○ BB and NH can also give an indication of the time commitment needed to be a trustee.</li> </ul> </li> <li>● The document will need to be rewritten when GRW is a CIO as trustees won't be directors of GRW and there will be no filing requirement for Companies House.</li> <li>● Clarification is needed in the document that trustees aren't line managers and won't be required to make operational decisions. TDo will draft wording to this effect.</li> <li>● The document should specify that the role requires weekend and evening working.</li> </ul> <p>The above comments will be added to the draft role description and the document will come to the next meeting for approval.</p> <p><b>f) Procurement Policy</b>  <b>Policy</b> on Google Drive.  The draft policy gives guidance for making purchases taking into account value for money, ethical and environmental factors, including through-life costs and disposal costs. It will give structure to decision making.  Comments/questions</p> <ul style="list-style-type: none"> <li>● There is no requirement to use the decision making grid in annex A when making purchasing decisions. This should be added so that the process can be tracked.</li> <li>● If one of the suppliers is known to the person making the purchasing decision there would be a conflict of interest. In this case the decision should be authorised by the CEO, or the Chair if the CEO is making the original purchase.</li> <li>● The threshold for getting three quotes (£500 for a one off purchase/£1,000 pa for ongoing services/subscriptions) may be too low. These limits can be trialled and increased under the delegated powers of the CEO if necessary.</li> </ul> <p>It was proposed the draft policy be accepted taking into account the three recommendations above.  Proposed: AT SEconded: ME  Unanimously agreed.</p> <p><b>g) Surrender donations from trainers</b></p> <ul style="list-style-type: none"> <li>● XXX</li> </ul> <p>Comments/questions</p> <ul style="list-style-type: none"> <li>● XXX</li> <li>● XXX</li> <li>● XXX</li> </ul>
<p><b>9.</b></p>	<p><b>Date of the next meeting</b></p>
	<p>Sunday 8 September 11.00 - 16.00 at Hillcrest &amp; Zoom  Sunday 27th October 9.30 - 13.30 via Zoom  Sunday 8th December 9.30 - 13.30 via Zoom</p>