



<b>MEETING</b>	<b>ADVISORY COMMITTEE</b>
<b>DATE</b>	<b>25 SEPTEMBER 2008</b>
<b>TITLE</b>	<b>RIDING ESTABLISHMENTS SUB COMMITTEE</b>
<b>CLASSIFICATION</b>	<b>Unclassified</b>
<b>SUMMARY</b>	<b>To consider draft revised arrangements for maintaining the list of inspectors</b>
<b>DECISIONS REQUIRED</b>	<b>To approve</b>
<b>ATTACHMENTS</b>	<b>NONE</b>
<b>AUTHOR</b>	<b>Jane Hern Registrar 020 27202 0716 registrar@rcvs.org.uk</b>

## Summary

1. The Committee may remember that during the year, Advisory Committee was asked to consider a request by the Chairman of the Riding Establishments Sub Committee to invite some new members to the Sub Committee.
2. This request prompted a review of the arrangements generally in place, as well as the current composition of the Sub Committee. During the summer, officers agreed the current composition of the Sub Committee; listed below.

Doran, C (BHS)	Ellis, R N W	Green, R
Groves, V (DS)	Mayes B (BEVA)	<b>McDowell D M #</b>
Owen, J	Ward, D (ABRS)	<b>Secretary:</b> Diana Evans

3. The Committee is also asked to note that the Riding Establishment forms are available on the RCVS website. These have been uploaded as word documents which can be accessed and completed on line and saved to individual computers. The Chairman of the Sub Committee has advised that at the next meeting, the Sub Committee will review the current forms and submit its suggested revisions to Advisory Committee when it meets in January 2009.
4. In the meantime, draft arrangements have been prepared by the Registrar for maintaining the list of inspectors with effect from January 2009. Both BVA and David McDowell have been provided an opportunity to comment upon. The Committee is asked to approve the proposed arrangements below.

## RIDING ESTABLISHMENTS

### NEW ARRANGEMENTS FOR MAINTAINING THE LIST OF INSPECTORS WITH EFFECT FROM JANUARY 2009

1. The requirement of the Riding Establishments Acts 1964 and 1970 is for a list to be drawn up jointly by RCVS and BVA of veterinary surgeons who can be authorised by a local authority to inspect riding establishments.
2. To date the administrative arrangements for maintaining this list and convening meetings of the Riding Establishments Sub-Committee have been undertaken and financed by RCVS, with BVA delegating its involvement to BEVA.
3. With effect from January **2009** the administration will be transferred to **[Mr John Owen and Mrs Diana Evans]**, acting on behalf of RCVS and BVA.
4. It has been agreed that the tasks which will be undertaken will include the following:
  - i. To maintain an up to date list of members of the panel, including their practice address, date of birth and when they are next due to attend a refresher course;
  - ii. To maintain and update the membership list of all panel members on the RCVS website.

- iii. To respond to Local Authority queries about the panel members as appropriate;
  - iv. To answer queries concerning the panel from veterinary surgeons, local authorities and the public;
  - v. To convene annually at least one meeting of the Riding Establishments Sub-Committee and more if it is thought necessary;
  - vi. To send the minutes of these meetings to the RCVS (for the attention of the Advisory Committee) and BVA as soon as they have been compiled,
  - vii. To inform each year all panel members who are due to attend a refresher course where and when the courses are going to be held;
  - viii. To inform all members when they are due to retire from the panel;
  - ix. To liaise with the organisers of refresher courses as to forthcoming needs and the dates of the courses;
  - x. To provide accounts to RCVS and BVA. which will be audited by RCVS
5. The financial arrangements have been agreed as follows:
- i. Diana Evans will be treated by RCVS as a contractor and will submit invoices on a monthly basis for her services (to RCVS Head of Finance); they will not be registered for VAT. These invoices will be reconciled against the standing order payments set out below at ii);
  - ii. A standing order arrangement to pay £750 [ **David McDowell says this needs increasing to £825** ] a month will be set up for secretarial and office costs, with an initial advance of [£500] to cover set up costs;
  - iii. Separate phone and fax lines are installed and maintained;
  - iv. claims should be submitted (to Diana Evans ) for the expenses of attending meetings and courses, to be paid by REA sub-committee in accordance with its usual policy;
  - v. Sub-Committee meetings, and other meetings as necessary, will be held at RCVS; rooms and catering to be booked through RCVS Facilities and charged direct to RCVS/Riding Establishments;
  - vi. RCVS will recover 50% of the actual costs from BVA.
  - vii. At the end of the 12 month period, we will be able to see from the accounts the Sub-Committee supplies the actual costs involved and make any adjustments accordingly;
  - viii. The Sub-Committee will explore ways of reducing the costs for the future, e.g. by diverting profits from the refresher courses to support the administration. **(Only possible to any extent in years when two courses are run and each is well subscribed. Some retained profit is required to secure advantageous bookings in following years)**
6. The data relating to Inspectors and local authorities has been provided by RCVS and regular updates will be provided from the RCVS Members database, as necessary. I T advice on the use of this data can be provided by RCVS Corporate Services). Data provided by RCVS will only be used for the purposes described above and in accordance with the Data Protection legislation and the RCVS Freedom of Information Act Publication Scheme.
- 7.** RCVS will arrange for an appropriate letterhead and compliments slips to be provided - incorporating the RCVS crest, BVA logo and Diana Evans' contact

details ( c. 1500 sheets and c. 500 slips pa ). *Amendment labels are used since a change of address, provided by REA Committee*

8. The composition of the Sub-Committee should include representatives of RCVS and BVA and an RCVS Council Member should be nominated as a formal point of contact. Other organisations represented include BEVA, British Horse Society, Association of British Riding Schools and the Donkey Sanctuary. Others to be co-opted with the approval of the Sub-Committee, particularly with a view to providing for succession A normal term of office should be 3 [] years; renewable with the agreement of the nominating organisation and the Sub-Committee. The Chairman should be determined by the Sub-Committee [or RCVS?/ ? jointly with BVA?] Currently determined by RCVS.
9. The RCVS Registrar will act as a general point of contact for all matters not specified above

These arrangements shall be reviewed [**annually**] between the Chairman of the Sub-Committee and the Registrar or more frequently if required.

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JCH  
November 2001/updated May 2008