

## NTF WEEKLY – 6 MARCH 2018

### **Communicating with the BHA Racecourse Department**

You may have received an email message today from Emma Marley, BHA Head of Racecourse Operations, providing a single email address for racing participants to use for contacting her department about anything to do with racecourse matters. To drive departmental efficiencies in London, the BHA has today have launched a new email contact [racecourseops@britishhorseracing.com](mailto:racecourseops@britishhorseracing.com)

Please use this email address to communicate anything to do with raceday operations; for trainers this may include subjects such as starting/stalls/trainer %, stable yard integrity and sampling (EWIOs), weighing out/in procedures and queries (Scales), track set-up and going (Inspectorate), judging and any other operational aspects on a raceday.

For any important, sensitive or extremely urgent communications please still contact Emma Marley directly.

### **New Fixed Brush hurdles at Southwell**

From and including the meeting on the 19<sup>th</sup> March, Southwell is changing its Fixed Brush hurdles. The replacement hurdles have traditional birch backs and were formally used at Haydock, which reverted to traditional hurdles in 2017 due to maintenance costs and infrequent use of the Fixed Brush hurdles.

The existing Fixed Brush hurdles at Southwell are on rollers not wheels so are harder to move and have resulted in some compaction. They are also getting old and are in need of replacement. Southwell will keep the birch in the Haydock hurdles and are not going to use plastic.

For further information please contact Clerk of the Course Roderick Duncan (07772 958685)

### **General Data Protection Regulations – Keeping records**

This article is the second in our series on the General Data Protection Regulations coming into force on 25<sup>th</sup> May 2018 and is about keeping records. Employers need to put in place their business policy for data retention – so how long do you keep records for?

The basic rule is that employment records should only be kept for a particular purpose and should not be kept longer than is necessary for that purpose. How long is necessary is not

always clear but it is balancing the risks and liabilities associated with keeping or destroying information.

For example, an employee generally has 3 months and occasionally 6 months to bring an employment tribunal claim, so looking at the risks, a decision may be made that most employment records are deleted six months or so after the termination of the employment, particularly those documents which could be described as mundane.

However, some information must be kept much longer – such as information relating to future personal injury claims for which a 6-year period may be appropriate although in some circumstances much longer may be advisable. Payroll and wage records must be kept for six years from the financial year end in which payment were made (Financial Act 1998) and immigration checks should be kept for two years after the termination of employment.

There are other set or advised retention periods. As indicated above, there may not necessarily be one set answer to “how long” but businesses should have a policy in place which sets out their practices.

Further information on this is available on the NTF website and over the coming months more information, including templates, will be provided to help members with this complex subject.

Remember that when deleting data, it must go from all places where it is stored. If an email about a job applicant has been circulated around members of the business, then all recipients must be aware of the data retention policy and the date when it should be reviewed or deleted.

### **Double charging for ownership registration to cease**

We have been contacted by several trainers about the double charging for certain ownership registrations relating to partnerships since the new ownership structures came into effect at the end of last year. The problem seems to be that changing one partner for another gives rise to a charge for each partner.

After investigating, the ROA has told us that the BHA plans to change the charging system from 21<sup>st</sup> March, the earliest they can do the necessary computer development. The plan is to remove the fee for taking an individual out of a partnership, but retain the fee for adding someone in. Therefore, there will be a charge for making a partnership larger, but no charge will be levied if it is being made smaller.

For example, if one partner exits a partnership and is replaced by another, it would only cost £90 + vat instead of the current charge of £180 + vat.

### **Opportunities to boost your employees’ skills**

The British Racing School still has places for both its Foundation Course and Ground Based Yard Staff Course running in March and April respectively. Should you have anyone wanting to make the transition from Yard Staff to Rider then the Foundation Course will give them

the training to do so. Similarly, the Yard Staff course is a great course for someone who has little equine experience but wants to forge a new career in racing.

If you have any Under 19s on your payroll that need to be in training, these courses will give them the accreditation to work in racing in Britain as well as meeting the government requirement in regards to education Post 16. Should you have a member of staff that wishes to apply, then apply online @ [www.brs.org.uk](http://www.brs.org.uk) or alternatively give the recruitment team a call on 01638 675905.

### **Inform Weatherbys to avoid industry pension scheme contributions**

Most, if not all trainers, will now have set up an auto enrolment scheme for their stable staff. Weatherbys will shortly be processing the 1<sup>st</sup> March pension run for the Aviva (Friends Life) industry stakeholder scheme. If you have auto enrolled and not advised Weatherbys you need to do so without delay and all members are advised to check the information received from Weatherbys to ensure that no monies are collected that should not be.

The last staging date for auto enrolment was 1<sup>st</sup> February although employers can postpone for up to a period of 3 months. We anticipate the 1<sup>st</sup> March being the last run where contributions are collected into the industry scheme. If you have any queries on contributions collected, then please speak to Weatherbys or to Dawn Bacchus at the NTF office.

Now that national legislation requires all trainers to make pension contributions to stable employees, the NTF will be liaising with the BHA about deleting the rule of racing that makes employer contributions to the industry scheme mandatory.

### **Owners to increase their contribution to Retraining of Racehorses**

Britain's racehorse owners are to increase their automatic financial contribution to the welfare of retired racehorses from March 1st, 2018. This is the first time there has been increase in the contribution since 2009. Last year owners contributed £202,856 to the charity.

In consultation with the BHA, the Board of the ROA has agreed that the levy charged to owners every time a horse is entered in a race will be raised from £1 to £1.25 from 1st March.

### **Regulation deadlines**

- **1<sup>st</sup> April 2018** – mandatory Equine Herpes vaccination to race in France

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