

CARE OF POLICE SURVIVORS

Minutes of an Ordinary Meeting Tuesday 29 September 2015 at 12.30pm Held at the Offices of Police Mutual Assurance Society

ITEM		ACTION
1	<p>Apologies, Retirements, Resignations & Appointments (JB)</p> <p>Present: Trustees: Jan Berry (JB), Denis Gunn (DG), Mick Foster (MF), Rob Atkin (RA), Sir Peter Fahy (PF). Staff: Richard Kotulecki (RK), Claire Stewart (CS), Sarah Williams (SW)</p> <p>Apologies: Angela Ham; Chris Sims, Ali Gibb, Sir Keith Povey</p> <p>There were no retirements, resignations or appointments</p>	
2 a.	<p>Minutes of last meetings</p> <p>Minutes of the meeting of 27 June 2015 had previously been agreed. There were no matters arising.</p> <p>The minutes of the AGM 2015 were agreed for publication.</p>	
3	<p>President's report from Survivors Committee</p> <p>Survivors Weekend: The committee assessed feedback from the Survivors Weekend and have produced a detailed list of actions to take forward into planning for the 2016 event. CS will have a much greater involvement in the planning and organising of the event next year and will be able to co-ordinate much of the work needed taking pressure off volunteer time.</p> <p>Committee membership: The size of the committee has reduced in recent months and will once again as another member stands down at the end of the year. New members are required. Before any new appointments are made – to ensure a fair and open process – the roles that need to be filled will be assessed and job descriptions written up before the roles are advertised. The objective is to be open and recruit the best skills and people for the roles that need filling.</p> <p>Events 2016: Provisional dates for 2016 events sets as follows: Spouses' weekend – 15 Apr; Parents' weekend – 22 Apr; Siblings' weekend – 15 Oct; Children's weekend – TBA in Nov/Dec. Provisional budgets suggested at £200 per head.</p> <p>The Trustees asked for it to be noted that they wished to extend their thanks to all those involved with the planning and execution of the Annual Survivor Weekend 2015.</p>	<p>CS</p> <p>CS/RK/DG</p> <p>CS</p>
3	<p>Head of Operations Report</p> <p>Survivor Consultation: Very first analysis shows approximately 100 responses, a rate of return significantly in excess of norm for such projects. Responses describe survivor needs as changing over time (initially very practical, then emotional). Needs and timing are determined very much by individuals, so whilst many people</p>	RK

<p>may end up needing similar support, they are likely to need it to different degrees and at different times. Need for information appears as almost universal need. Counselling, local networks and help lines and skills training also mentioned as potential needs. Clear indicators that best outcomes would be achieved by being able to provide different things for different people at different times. Trustees will receive a more detailed summary in due course. A detailed set of results will be published in November.</p> <p>It was agreed that it is important to understand why some survivors choose not to be involved with COPS. Some possible reasons are provided within the consultation, but the challenge is to find out the views of those who are not on the database.</p> <p>Structure & Governance: RK presented a paper explaining the legal status of the charity and reasons for incorporation. Only by incorporating would COPS have a “legal personality” of its own and could enter into contracts in its own name. Without the legal personality it would be difficult (sometimes impossible) for COPS to enter into some new contracts to provide services for survivors. Incorporation is a step along the route to overall improvement of services for survivors. Trustees agreed to incorporate COPS as soon as practicable.</p> <p>Using Charity Commission guidelines, the most appropriate incorporated body for COPS to become is a Charitable Incorporated Organisation (CIO) – this would mean COPS being regulated by the Charity Commission but not Companies House. Subject to further legal confirmation of this being the most appropriate incorporation vehicle, and subject to ensuring that such an incorporation would not adversely affect Scottish charitable status, the Trustees agreed to proceed with the incorporation to a CIO. The details of the presented paper and the reasoning for the incorporation will be presented in the Three Year Plan (3YP) to be published in early 2016.</p> <p>RK presented a further paper, also to be included in the 3YP, outlining the role of Trustees in the English model of good corporate governance. Trustees are de facto non-executive directors responsible for keeping the charity to its charitable objectives and appointing an effective operational management team. Responsibility extends to holding the executive management to account and taking remedial action if necessary. Further detail on these responsibilities and work to be carried out to develop full terms of reference and an analysis of the composition of the board will form part of the 3YP</p> <p>Board Skills Audit All Trustees completed a skills audit template. Taken together these showed areas where the charity is currently short of expertise. Taking into account also the retirements in the near future of several Trustees it was agreed that prior to the next set of Trustee appointments full job descriptions and person specifications would be created for these vacant posts. In order to make sure that the best possible people were identified, there was a preference among Trustees for such recruitment to be led by outside specialists. The objective of the recruitment will be to balance the board in terms of survivors, industry and independents and provide the necessary skills and experience. RK to continue with documentation and assess cost of external recruitment expertise.</p> <p>Role of President & Executive Manager</p>	<p>RK</p> <p>RK</p> <p>RK</p> <p>RK</p>
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	<p>In the current governance model, the Trustees are non-executive. Responsibility for day to day operations is passed to an executive manager. Excluding the extra-ordinary appointment of a Head of Operations (replacing the executive committee of 3 trustees) the current structure also makes the President the executive manager. The current structure also makes the President the de facto “Senior Survivor” – a voice of all survivors. In practice this is very difficult to combine as it is possible that Trustee and Survivor opinion will differ on occasion. A discussion took place on the merits of elected and appointed executive manager and president figures. A final decision on the future processes to select each of these roles will be made in due course, but there was a clear preference for formally separating the two roles – the executive manager being appointed directly by Trustees (based on the best person available for the job) and the president being (s)elected by survivors as the most senior survivor representative in the organisation.</p> <p>Investment update: RK and JB met with Quilter Cheviot to find out about options for investing COPS reserves. QC operate several different investment vehicles any of which would be suitable for a charity our size. Further analysis of other providers to be carried out, and before any funds can be invested incorporation needs to be completed.</p> <p>IT Update: RK, DG & JB met with Dave Talbot to explore more effective IT solutions. DT has offered, in partnership with I3Q, new IT equipment, remote server and web hosting all for no charge. The offer includes some website design if requested. Such a system would bring our IT up to date and improve security. RK to follow up.</p> <p>Dates of future meetings: RK presented a proposed schedule and structure for all future Trustee board meetings, reflecting the cyclical nature of much of the charity’s work. Each year , meetings would be held, and key “set-piece” activity would be as follows: Q1, end March, approval of previous year’s statutory accounts & reports Q2, end June, approval of annual review (production anticipated from 2017)# Q3, end Sept, assessment of organisational health, structure, skills, risks Q4, mid Dec, approval of next iteration of 3YP and following year’s budget Proposal was agreed.</p>	<p>RK</p> <p>RK</p> <p>RK</p>
5	<p>Matters brought by Trustees</p> <p>Police Unity Tour</p> <p>RA stated that the number of riders is expected to double next year.</p> <p>Agreement for COPS to be more involved with the planning of the PUT and to better liaise with the PUT Team. Agreement for COPS to take on responsibility for the Memorial Bands and spelling of survivor names etc. RK, CS and RA to meet to discuss planning for 2016 in more detail, including possibility of survivor(s) at each departure point.</p> <p>Mike Pannet Fundraising Proposal</p>	<p>RK,CS,RA</p> <p>DG</p>

	DG advised the Trustees of an offer by the well-known author Mike Pannett to donate money from the sale of his latest book to COPS. Agreement subject to ensuring that the family of PC Patrick Dunne are not only aware of the book but also agreeable to its publication.	
6	<p>Police Widow Pension Campaign</p> <p>RK outlined the case made by Kate Hall for COPS support of her campaign for widows' pensions. The request is to lend weight to the campaign and speak with senior police officers officer to raise awareness of the campaign. COPS had previously met cost of printing leaflets for the campaign. RK explained that COPS is no position to take a lead on such a campaign, and the charity is not set up at present to be a campaigning organisation. But the campaign does fit in with COPS charitable objectives as it is clearly in the interests of some survivors and not detrimental to any survivors. The campaign aims to put England and Wales on a par with NI and Scotland, so does not, at this stage, set new ground politically.</p> <p>A decision was made to support the campaign.</p>	
7	<p>Any other business</p> <p>DG stated that he had received an update report from Charlene Anderson, COPS Ambassador on his way to the meeting, due to its late arrival DG to circulate this after the meeting.</p> <p>Meeting closed 3:30pm</p>	DG