

CARE OF POLICE SURVIVORS

Minutes of an Ordinary Meeting

Tuesday 27 September 2016 at 10:00am

Held at Campaign for Learning, 24 Greencoat Place, London

ITEM		ACTION
0	<p>The meeting was preceded by a presentation from Mark Stone of Quilter Cheviot Investment Management. The presentation provided an outline of possible vehicles for investing the charity's reserves following the completion of the incorporation process. A recommendation of how to proceed will be made to the board in due course by RK and the Finance, Audit and Risk Committee.</p>	RK, FARC
1	<p>Present: Trustees: Jan Berry (JB), Mick Foster (MF), Rob Atkin (RA), Sir Peter Fahy (PF), Chris Sims (CS), Annabel Poate-Joyner (APJ), Stuart Turner (ST), Don Speakman (DS), Ali Gibb (AG) Staff: Richard Kotulecki (RK) Apologies: Angela Ham, Sir Keith Povey, Denis Gunn</p> <p>APJ, ST and DS were appointed to the board at the meeting held on 7 July 2016 and were attending for the first time as Trustees</p>	
2	<p>Minutes of last meetings</p> <p>Minutes of the meeting of 7 July 2016 were agreed.</p> <p>There were no matters arising</p>	
3	<p>Report from the Finance, Audit and Risk Committee</p> <p>The first meeting of the FARC was held to agree the committee's Terms of Reference (ToR) and review the initial risk register.</p> <p>Members of the FARC are PF, DS, APJ, ST and RK. JB will join initial meetings. Sarah Williams will be invited to meetings as appropriate in future.</p> <p>One addition was made to the ToR at the request of the committee – the responsibility to review management accounts was added to the list of the committee's specific responsibilities. ToR for the FARC were agreed by the Board.</p> <p>The committee recommended the adoption of the risk register in its current format – there was strong view that risk management should remain proportional and not become an extended exercise in box ticking. The committee will review the risk register at each of its meetings and of the seven key strategic risks will analyse at each meeting in greater detail all red risks plus two others including always Service delivery. The Board agreed the proposal.</p> <p>Members of the FARC will be invited to complete online financial courses currently offered by NCVO. These course are free and and available through the charity's NCVO registration.</p>	
4	<p>Chief Executive's Update</p>	

	<p>Survivor Weekend Feedback</p> <p>Feedback was excellent, many people rating the weekend one of the best, or the best, ever. Cara Russon work incredibly hard to make the event happen. It is also to be noted that in order to do so she had huge assistance from all quarters of the charity, particularly Christine, everyone pulling together to make the event a success.</p> <p>The magnitude of the event has meant that costs have increased significantly to approximately £80k in total.</p> <p>RK emphasised the value of the event to Survivors and expressed a hope to see more Trustees at the weekend in 2017.</p> <p>CR is now formally in post to take the event forward for future years. Where negative feedback was received (for only a very small number of aspects of the event) it was constructive and appreciative of the effort required to put on such an event.</p> <p>Charitable objects</p> <p>Following discussion prior to the meeting and at the meeting and considering the legal advice offered the charitable objects for the new incorporated charity were agreed unanimously as follows:</p> <p>“To provide support to families and partners of police officers and police staff who have lost their lives in connection with police duty by offering practical and emotional assistance to cope with the trauma of such a death.”</p> <p>It was agreed that this formulation would allow the charity to extend legally help to those families who suffer police duty related bereavement but who are currently excluded from being able to receive such support. The desire and need to do this had been agreed at previous meeting, principally that held on 20 February 2016 and board meetings since. Preceding this decision, a discussion revisited concerns that broader definition of charitable objects would risk “opening the floodgates” and oblige the charity to accept all comers. RK reiterated that charitable objects set the limits of what a charity can legally do. To ensure that the charity would continue to work within its means a set of eligibility criteria would be drawn up to help determine future access to support. APJ will produce the initial draft. RK will verify the above definition of objects is coherent legally with the stated aims of the board and if so will instruct lawyers to complete the formal application to the Charity Commission.</p> <p>The definition of the objects, the concept of implementation of eligibility criteria and the submission of the formal application were agreed unanimously.</p> <p>Staffing</p> <p>Recruitment for new Information and Communication Coordinator is moving forwards. 16 applications, 3 shortlisted. RK confident of good appointment to complete the staff team. Other roles as follows:</p> <p>Cara Russon – Survivor and Volunteer Support Coordinator, prioritising remaining 2016 events, plan for 2017 events and survivor & volunteer support plan for 2017</p> <p>Alison Sutton – Fundraising Coordinator, prioritising implementation of her Fundraising Foundations plan, the recruitment, stewardship and recognition of fundraisers plus the collateral required to support these processes</p> <p>Sarah Williams – Finance Controller, prioritising management accounts 2016, budgeting 2017, improving processes and policies</p> <p>Survivor Committee</p> <p>RK presented an overview of the role of the committee and how it has changed following his appointment. The Survivor Committee meeting on 18 October 2016 had agreed that the name and role of the committee should be reviewed. The Committee agreed the name</p>	<p>CR</p> <p>APJ/RK</p>
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COPS Council, and RK will draw up Terms of Reference for agreement by the board in January based on the following principles:

- The committee represents the voice of survivors and so should be widely representative. To this end, when terms of reference for the committee are agreed an open appointment process will be conducted.
- The committee is a deliberative and advisory body akin to a council of elders – able to draw on collective experience and skills (and, accordingly, should be called a Council).
- The committee represents survivors and is free to draw on the skills and experience of others – i.e. it can co-opt non-survivors to the committee.
- The committee appoints its own members and in doing so is guided by the paid staff team. Appointments are made on the basis of defined roles and skills. This offers clarity to potential appointees and discourages no “sitting” members.
- The committee has no oversight responsibilities, but is linked to the staff team via the Survivor and Volunteer Support Manager, and linked to the Board of Trustees via the President.
- The Board or Trustees is the ultimate arbiter of the Charity’s governance, with operational responsibility delegated to the CEO.
- Survivors who would like to contribute in a more operational capacity (as opposed to Governance) should seek appointment to the council or as a volunteer (rather than as a Trustee).
- The committee will be a source of volunteers and links to volunteers (i.e. not all volunteer roles will need to be performed by committee members).

Once ToR are agreed, then outline job and person specifications will be completed for the roles requiring filling. These will be appointed in early 2017.

The Board agreed the name, the principles and the process for agreeing ToR and bringing in new people to the Council.

Future Trustee Recruitment

Notwithstanding the appointment of APJ, ST and DS to the Board, there remains one Survivor Trustee vacancy. The Trustee succession timetable agreed previously also has in place appointment of new independent and police trustees (and possibly one survivor trustee) in July 2017 (i.e. similar to the 2016 timetable).

RK advised that there had been several expressions of interest among survivors in becoming trustees, but that in some cases it may be that the roles people had in mind were more akin to the roles likely to be needed as part of the COPS Council. It was, therefore, sensible to offer both sets of opportunities at the same time.

The Board agreed to stick to the succession timetable, giving the go ahead for the re-advertisement of the remaining Survivor Trustee post in late 2016/early 2017 to coincide with the recruitment of new Council members. It is intended that future Trustee recruitment will be carried out without the need to purchase external recruiters – the charity has accumulated sufficient knowledge through the recent recruitments to be able to do this independently.

Partnerships

Enquiries have been received by the office for support from both Red Arc and Winston’s Wish. Both organisations were present at the Survivors Weekend.

Each will run a training course helping better equip people with the skills needed to handle difficult conversations. If the initial courses are well received, it is intended to run multiples of these in various locations across the country in future years. The initial courses are Red Arc on 1 Nov 2016 for staff and trustee and Winstons Wish on 24 Nov 2016 for staff, trustees, council members and all survivors. Both course will take place in Lichfield.

Trustee Open Day

RK

	To coincide with the next Trustee meeting on 12 January 2017, RK would like to hold a Trustee Open Day the purpose of which is to offer Trustees an opportunity to spend time with staff members, understand in more detail what they do and to provide an opportunity for exchange of expertise between staff and trustees. The Board agreed the proposal.	RK
5	<p>Payments to Armstrong Chase</p> <p>Armstrong Chase have been providing payroll services to the charity for a number of years. A payment of £650pa had been agreed with them (a sum perfectly consistent with the work they do), but never invoiced. As the company have been willing to support the charity, the non-invoicing may be a defacto gift in kind. In any case, the board agreed that we can only make a payment upon receipt of an invoice for services delivered.</p>	RK, MF
6	<p>Dates and venues of meeting in 2017 are as follows:</p> <p>Thursday 12 January, Lichfield</p> <p>Tuesday 4 April, London</p> <p>Thursday 6 July, Midlands</p> <p>Thursday 19 October, London</p>	
10	<p>There was no other business</p> <p>Meeting closed</p>	