

CARE OF POLICE SURVIVORS

Minutes of an Ordinary Meeting Saturday 27 June 2015 at 11.00 a.m. Held at the Drayton Manor Hotel

| ITEM | | ACTION |
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| 1 | <p>Apologies, Retirements, Resignations & Appointments (JB)</p> <p>The following were present: Jan Berry (JB), Denis Gunn (DG), Sir Keith Povey (KP), Mick Foster (MF) and Richard Kotulecki (RK).</p> <p>JB welcomed RK to his first Trustee meeting.</p> <p>Apologies were received from Ali Gibb (AG), Chris Sims (CS), Angela Ham (AH), Rob Atkin (RA) and Sir Peter Fahy.</p> <p>RK will undertake a review of structure and skills of Trustees Board as part of his role. Three survivor Trustees had recently stood down (two resignations and one not seeking re-appointment) and the results of RK's review should be discussed before any further Trustee appointments are made. There are 2 important considerations – ensure the board has the right blend of skills to take the charity forward and increase the survivor representation on the board to Charity Commission recommended maximum 33%. Survivors concern that more Survivor Trustees should be appointed quickly was noted. All agreed to await outcome of RK review to make sure that the best people with the best skills can be identified.</p> <p>MF and AG are due for renewal as Trustees and JB suggested that MF and AG are asked to continue for a further year to allow the review to be completed fully. AH has agreed to continue for a further year for the same reason.</p> | RK |
| 2 | <p>Minutes of last meetings</p> <p>a. Agree minutes of meeting of 28 March 2015</p> <p>The minutes were agreed by all present.</p> | |
| 2 | <p>Minutes of last meetings</p> <p>b. Matters arising from minutes of meeting of 28 March 2015</p> <p>Some Police Forces have not yet transferred their agreed funds. JB will work with Sarah Williams and CS to identify and chase up.</p> <p>RK will be reviewing all draft policies</p> <p>DG and JB to meet with COPS Ambassador Charlotte Anderson (CA) st Survivor Weekend.</p> | <p>JB, CS</p> <p>RK</p> <p>DG, JB</p> |
| 3 | <p>Approval of 2014 accounts for AGM and Charity Commission (RK)</p> <p>The Unity Tour want the funds they raised to be used to pay for the Survivor Weekend. KP will refer in his speech at Survivor Weekend.</p> <p>RK explained the COPS Accounts for 2014 RK advised that when the Charity income is more than £250k pa different accounting standard is required by Charity Commission (CC). COPS is over that threshold. More detailed accounts were put forward and agreed for submission to CC and publication at AGM. One consequence of change is that it will not be straightforward to compare 2013 and 2014.</p> | KP |

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| | <p>Agreement that as much funding as sustainably possible should be spent providing services for Survivors. Care should be taken not to spend too heavily in any year so as to be left struggling to meet shortfalls in following years.</p> <p>MF suggested Mark Stone, of Quilter Cheviot Investment Management and formerly of PMAS, could provide some investment options for reserves. QCIM has charity investment experience. RK, JB, DG to arrange meeting. Investment strategy to be developed following meetings and further discussion.</p> <p>Role of the “weekends” and whether these meet Survivors’ needs will be included in RK review of COPS service delivery. What do we provide for Survivors who do not attend weekends?</p> <p>A note explaining the change of accounting processes will be included with the accounts presented in the annual report.</p> | <p>MF, RK</p> <p>RK</p> <p>RK</p> |
| 4 | <p>President’s report from Survivors Committee</p> <p>DG reported that the Alternative Weekend went very well. DG recommended that all weekends (Parents, Spouses, Siblings, Alternative etc) continue pending RKs review to identify needs. It is important that such events are exclusive to COPS i.e. facilities not shared with third party groups.</p> <p>Volunteer of the Year Award (VOTY). All agreed that the award would be presented at the start of the service on Sunday of Survivors’ Weekend. KP will mention VOTY award in his opening speech.</p> <p>Other Survivor Weekend points. ALL agreed that DG should do the Saturday evening Welcome speech and refer to NMA car parking and coach leaving times.</p> <p>DG & KP will accompany the Home Office representative to the COPS tree to lay their wreaths</p> <p>KP will follow up any Police Forces not attending</p> <p>2 UK families of overseas officers would be attending the Survivor Weekend and will be remembered on the Roll read at the Sunday Memorial service.</p> <p>COPS will extend offer of support to UK based family of former GMP Officer killed on duty as Canadian Police Officer. Future such decisions to be made by Trustees on case by case basis. DG to add the Canadian officer’s name to the Roll of Honour for the Sunday Memorial service. DG also advised that at the recent Met. Police Memorial service, 2 Met. officers appeared on their list of deaths on duty in December 2014.</p> <p>Request for Christine Fulton to send detailed timetable of the Survivor Weekend to the Trustees and all Survivor Weekend attendees ahead of the weekend so everyone is aware of timings before they get to Hinckley.</p> <p>DG reported that the number of attendees this year is up on last year.</p> <p>Other items of note.</p> | <p>KP</p> <p>DG</p> <p>DG, KP</p> <p>KP</p> <p>DG</p> |

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| | <p>DG reported that there are not enough volunteers to man COPS stalls throughout the year. JB, DG will ask for more help at AGM</p> <p>Survivors Committee had discussed that a Fundraiser was required and suggested it should be a paid position. Requirement for this role will be part of RK's review.</p> <p>Coffee with COPS was an initiative being trialled ahead of a review of Big Sunday Lunch initiative. DG to communicate both initiatives to Survivors.</p> <p>.</p> | <p>RK</p> <p>DG</p> |
| 5 | <p>Head of Operations' report</p> <p>JB recognised contributions Abbie Clark, Sarah Williams (SW), Christine Fulton, DG and the huge amount these have achieved.</p> | |
| 5 | <p>Head of Operations' 6 week report</p> <p>Survivor consultation first stage completed, and full questionnaire will be launched in July ahead of Survivors' Weekend. Consultation aims to understand past, present and future needs of Survivors'</p> <p>Skills needs of the charity to be reviewed, starting at board level. Charitable Trust Deed sets out 2 objectives – support and campaigning, requiring 2 very different sets of skills. Skills needed to deliver services to survivors best determined following completion of consultation (once needs are understood). Assessment of generic skills (e.g. finance, legal) to begin in September.</p> <p>Trust Deed itself should be included in ongoing review.</p> <p>Structure of Board should reflect make up of charity, up to 33% survivors, some representing actual or potential large donors, and at least 33% independent. All Trustees to have skills which benefit the charity across the board, e.g. service delivery, legal, finance, marketing, fundraising etc. Potential Trustees should have skills as well as being representative. Full structural review will be carried out in line with consultation. Review to include purposes of specific roles and the selection processes to these roles. Survivors' should have role in selecting some representatives.</p> <p>As a non-incorporated body COPS places high degree of personal risk to Trustees. RK recommended incorporation as soon as practicable and subject to determining the best vehicle for incorporation. Charitable status would remain unaffected, although there would be additional reporting requirements.</p> <p>All policies and processes are being reviewed starting with financial accounting and processes.</p> <p>Regular updates will be issued by RK to the charity as follows: Monthly report to Trustees, regular update for Survivors Committee, regular open letter to whole charity. By end of 2015, a narrative 3 year plan will be produced outlining thinking and priorities for 2016-19 along with detailed budget for 2016. These will be developed in line with other management tools to provide management and Board accurate information with which to make decisions.</p> | <p>RK</p> |
| 6 a | <p>Matters brought by Trustees</p> <p>Update on Police Arboretum Memorial Trust</p> | |

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| | <p>An update was placed on COPS Simplelist on 18 May. The Trust is now looking into how names can be incorporated into the design.</p> <p>Suggestion to invite the design committee to the Survivor Weekend so they can experience it.</p> | MF |
| 6 b | <p>Matters brought by Trustees</p> <p>Update on Joint Emergency Services Charity</p> <p>LIBOR funding of £1million has been given to the Emergency Charities. The Joint Emergency Services Charity (JESC) has held number of meetings to decide how to work together to see how to manage the funds. Young people (under 21) could receive funds for counselling, for example. Charities considered are Winston's Wish and MIND. For Survivor Children to have access to these services COPS would need to sign a memorandum to enable COPS Children to apply for grants for benefits.</p> | JB |
| 6 c | <p>Matters brought by Trustees</p> <p>Winston's Wish and Red Arc (MF)</p> <p>MF provided an updates on Red Arc (organisation which supports Police Officers by providing counselling) and Winston's Wish (a charity set up by Winston Churchill to support Children who have lost family by murder/manslaughter). Both offer services which could be beneficial to Survivors. MF, JB, DG and RK to meet with Red Arc and Winston's Wish. COPS has gap in service for survivors who were young at time of bereavement but are now adults. May be more effective to partner with specialist charities to provide this kind of service.</p> | RK |
| 6 d | <p>Matters brought by Trustees</p> <p>Specialised Cycles for Unity Tour – retain or sell? (MF)</p> <p>MF explained that COPS had purchased 8 cycles. Decision needed on 6 remaining. Cycles will be used in the PUT again this year and will then be overhauled so they will be in an almost new condition. Storage is problematic, sell or retain decision needed. MF to document, RK to progress thereafter.</p> | MF, RK |
| 6 e | <p>Matters brought by Trustees</p> <p>Plans for Unity Tour and Memorial Day (RA)</p> <p>All Trustees agreed the PUT would arrive at the NMA, followed by the BK before the start of the Sunday Memorial service.</p> | |
| 7 | <p>Any other business</p> <p>£5,000 is being held by COPS which was donated for the PAMT. Previous minutes and records to be checked to verify providence of donation and pass on to PAMT as per agreements in place.</p> | JB/MF/RK |
| 8 | <p>Dates of next meetings: AGM 25/07/15</p> <p>Next meeting to take place in September – RK to arrange date.</p> <p>Following meeting in December to agree 2016 budget and plan.</p> | RK |