



# CARE OF POLICE SURVIVORS (COPS)

*'Rebuilding Shattered Lives'*

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COPS Council

## **Terms of Reference**

The COPS Council replaces the group formerly known as Management Committee and Survivor Committee as a body representing the views of Survivors. This change is necessary as many of the functions of the former committees are now being undertaken by the charity's staff team.

Whilst it is envisaged that the specific role of the Council may evolve, it will always be anchored in the following principles and will always adhere to the below Terms of Reference.

## **Principles governing the COPS Council**

- The Council represents the voice of survivors and so should be widely representative. To this end all appointments to the Council will be by way of an open appointment process.
- The Council 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 Council represents survivors and is free to draw on the skills and experience of others – i.e. it can co-opt non-survivors to the Council.
- The Council 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 "sitting" members.
- The Council has no oversight responsibilities, but is linked to the staff team via the Survivor and Volunteer Support Coordinator, and linked to the Board of Trustees via the President.
- The Board of Trustees is the ultimate arbiter of the Charity's governance, with operational responsibility delegated to the CEO. Strategic responsibility rests with Board of Trustees and CEO. For the avoidance of doubt the Council has no legal authority as defined within the charity's constitution or within the law unless explicitly conferred by the Board of Trustees.
- 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 Council is a source of volunteers and links to a network of volunteers (i.e. not all volunteer roles will need to be carried out by Council members).

## **Purpose of the Council**

To provide a body within the formal structure of the charity to represent the views of charity beneficiaries and service delivery volunteers

As the representative body of charity beneficiaries to appoint the National President



To be a reliable source of volunteers to support all aspects of the charity's work

To reach out to current, former and potential charity beneficiaries for the purposes of providing peer support and soliciting engagement with the work of the charity

## **Membership of the Council**

The Council is chaired by the serving National President and comprises vice-president(s), Chief Executive, Survivor and Volunteer Support Coordinator and up to 10 other individuals whose skills and experience are deemed by the Council to be necessary or desirable to its effective operation.

Overall, at least two-thirds of the Council must be charity beneficiaries. The Council is considered quorate with 6 members complying with the ratio requirement.

Membership of the Council will at all times be balanced and representative so as to ensure representation for different peer groups, ages, sexes and geographic locations.

The Council appoints its own members, subject to an open appointment process and guidance from the CEO and Survivor and Volunteer Support Coordinator (SVSC).

Appointments to the Council are for a period of no more than two terms of three years, except in the case of the Co-Founder Life Vice-President, CEO and SVSC who may serve on the council for the duration of their respective terms of office.

The Council may choose to co-opt former Council members (i.e. those who have served the maximum two terms of three years) for specific tasks, however, this can only be done for a maximum of 2 occasions each for a maximum duration of 12 months per occasion.

## **Responsibilities of the Council**

The Council's primary function is as a consultative and advisory body. The Council has no Governance responsibility and no operational responsibility unless specifically delegated by the Trustees and CEO respectively.

Subject to legal requirements as set out by the Charity Commission and the Terms of Reference of the role, the Council has the authority to select the National President of COPS by means of any process it deems appropriate.

The Council's role as a reliable source of volunteers does not dictate that it is the Council that manages those volunteers.

The Council is linked to the staff team via the SVSC, but does not have any supervisory responsibility for any staff.

The Council may not employ or engage any paid staff without the agreement in writing of both the CEO and Board of Trustees.



The Council's executive authority comes from the CEO.

The Council may be tasked by the CEO (or his/her delegated authority) to undertake any task to support the work of the charity's day to day operations. In this regard the Council is responsible to the CEO (or his/her delegated authority) for the execution of that task.

The Council is free to seek, solicit and represent the views of charity beneficiaries and present these views to the CEO (or his/her delegated authority).

The Council's recommendations are advisory and non-binding. Where such recommendations are not taken up, an explanation setting out strategic and/or operational reasoning will be offered to the Council by the CEO (or his/her delegated authority).

Members of the Council may carry out voluntary tasks or roles within the charity which may be distinct from Council responsibilities. The Member's responsibility for execution of that task or role is towards the originator of the task or role.

The Council, and individual Council members, should not do or say anything that brings the charity into disrepute.

## **Meetings**

The Council meet at least 4 times per year. Meetings will be organized to maximize attendance.

The Council's business may be carried out by phone, email, post and if appropriate social media.