

CARE OF POLICE SURVIVORS

Minutes of an Ordinary Meeting Thursday 5 May 2016 at 9:30am Held at Drayton Manor Hotel

ITEM		ACTION
1	<p>Present: Trustees: Jan Berry (JB), Mick Foster (MF), Angela Ham (AH), Rob Atkin (RA), Sir Peter Fahy (PF), Denis Gunn (DG), Sir Keith Povey (KP), Ali Gibb (AG) Staff: Richard Kotulecki (RK), Claire Stewart (CSt), Alison Sutton (AS), Cara Russon (CR) Apologies: Chris Sims</p> <p>There were no retirements, resignations or appointments</p>	
2	<p>Minutes of last meetings</p> <p>Minutes of the meeting of 20 February 2016 were agreed.</p> <p>Matters Arising: The people attending the media training course are: Denis Gunn, Angela Morgan, Don Speakman, Paul Keylock, Rob Atkin, Richard Kotulecki</p>	
3	<p>Head of Operations Update</p> <p>Incorporation Recent changes to the charity commission's (CC) application process mean that completion of the incorporation process is likely to take longer than originally anticipated. In the application process for new charity status (an integral step of the process) there is no discretion given to existing charities transferring to CIO status. In short, we have to justify our public benefit from scratch. To this end RK has sought quotes for lawyers' fees for reviewing the draft application and ensuring that it is sound. NB: the application is a separate document to the constitution, which was developed using the CC's own template. Anticipated legal costs are approximately £1,000. Trustees approved this additional cost.</p> <p>Advice from the lawyers is that CC is facing a huge backlog on charity applications and that a 4 - 7 month delay would not be unexpected (vs the 4-8 weeks stated on the CC website). There are no practical day to day implications of this delay other than the continued potential personal liability of trustees, but it will have an impact on timetables for investing our reserves.</p> <p>Following incorporation it will be necessary to formalise an asset and liability transfer agreement between old and new charities. This will incur lawyers' fees of approx. £2000. These fees have been included in the indicative budget for 2016.</p> <p>Trustee recruitment 4 applications have been received for the independent trustees' posts. Whilst the number is small, the breadth of experience of the candidates is interesting (all experienced senior people): a clinical psychologist, chartered accountant & finance director/CEO, education/HR specialist, and former police officer and change manager. CV demonstrated skills levels are sound, but it would be useful to have more to compare. Despite the relatively low numbers, the breadth of experience shown suggests COPS does have the necessary appeal in what is a tough and crowded market. Campaign has been extended to 23 May to aim for another 3 or so applications. Noms Committee interviews to be held in June.</p>	RK

	<p>It is disappointing that no applications have been received for the Survivor Trustee posts. The deadline has been extended to 23 May. RK recommended keeping the posts open, inviting applications again at the Survivors' weekend. Though not constitutionally bound to have survivor trustees on the board, we want survivors on the board.</p> <p>Risk management The Trustee meeting on 7 July will be asked to consider a formal register of strategic and key operational risks. As well as helping manage risk, the register will shape contingency planning. Critical issues for Trustees to consider will be specific risks to the charity's strategy and good governance and our risk appetite in general and towards individual risks.</p> <p>Staffing Full staff team is in place, with immediate priorities as follows: CSt – Survivor Weekend AS – building fundraiser database and knowledge and supporting imminent events SW – reviewing all expenditure processes CR – in short term, assisting CSt with Survivor Weekend</p>	<p>RK</p> <p>RK</p>
4	<p>Presentation and Approval of 2015 Accounts 2015 accounts were approved by Trustees and will be available on the charity commission website. As required the accounts were verified by an independent examiner.</p> <p>Income in the year was £355,739 an increase of £95,427 on 2014. The indicative budget for income in 2016 was £288,715.</p> <p>Expenditure in the year was £206,304 an increase of £20,179 on 2014. The amount spent directly on survivor events and services increased by approximately £17,000, excluding the staffing cost in organising these events. Staffing is a key part of the cost of delivering survivor services. For example, the full cost of CSt salary is attributable directly to survivor events and services. Staff costs increased by £26,000 on the year due to having RK and CSt in place during the second half of the year. The costs of survivor committee and trustee board meetings (including venue hire and travel expenses) reduced by approximately £7,000. The cost of fundraising fell by approximately £17,000. Newsletter and printed communication costs increased by approximately £5,500 and website costs fell by a similar amount.</p>	SW
5	<p>Services Update – Survivor Weekend CSt provided detailed update on planning for Survivor Weekend, as follows:</p> <p>We have exclusive of Conference Centre all weekend and for all meals including breakfast etc. and dedicated parking and check in desks on arrival on Friday</p> <p>Chief Invites and other non-survivor invites went out February. Response has been good and we have had over 50 replies including 32 acceptances for Sunday service. With many attending on the Saturday evening too.</p> <p>Survivor invites went out just over a week ago. New format of invitation rather than letter + simplified booking form and also an SAE sent. Already had 60 confirmed for Friday and 64 for Saturday.</p> <p>The plan is for Christine/Denis will also be making contact directly with families who have not attended before. Will be discussing workshops and children's activities, dietary requirements, whether or not they know anyone else. Whether they have any care requirements or mobility issues that need to be catered for etc.</p> <p>Day to day plan for the event is as follows:</p>	CSt, CR

Friday:

Victoria Room will be the COPS Office for the duration of the weekend and will be manned at all times.

Registration for hotel and also for event will be done within entrance to Conference Centre, this will be communicated to all attending prior to the event.

Buddying system in place so seasoned survivors will be allocated a family to buddy for the weekend. To ensure that no first timers feel isolated or left out.

Goodybag and tee shirts again for kids as well as wristbands for younger ones.

Rooms allocated on a priority basis, so those that have travelled from Northern Ireland will be given priority check in.

Have got all disabled rooms at the hotel held for us.

Early kids meals in Hamilton Suite with an earlier sitting

Teddy Bear Stuffing and Magician booked for Friday evening.

Saturday morning

Older Kids Activities – Wake Boarding booked at Chasewater

All others to have access and escorted trips into Drayton Manor and Thomas Land. Day pass for the Saturday included on request – kids can come in and out so can join us for lunch and PUT arrival etc. Drayton Manor can do afternoon passes for the older children that have been at Wakelake for the morning

Workshops – Relaxation and Craft as per previous years

Information Stalls (Approximately 6 - 10 stalls) – PMAS, Police Credit Union, MIND
Bluelight Campaign, Winstons's Wish, Red Arc...

Saturday afternoon

Lunch – BBQ under bandstand area - Information stalls will still be there.

Addition seating in Tower Suite and also back of Hamilton Suite if the weather is inclement

Seating outside if weather is good

Annual Meeting

Taking place in Hamilton Suite – Laid out theatre style

Arrival of PUT

Led in by the American Cruiser

Watching space by bandstand.

Drinks reception + Ice Cream Van

Informal Awards Ceremony by Police Unity Tour and COPS in Bandstand area

Dinner for Children

Children to have their own drinks reception - Mocktails pre ordered selection / slush puppy machine, popcorn machine

Dinner early

Followed by entertainment all self contained within Hamilton Suite

Evening

Drinks reception in Tower Lounge

Sit down three course meal – wine on tables

Plated starter to make dinner faster and allow more time for entertainment

Break out /quiet room after dinner with tea/coffee table

Tea and Coffee stations rather than served at end of meal / again to aid start of evening entertainment earlier.

Live Band – Circa 9.15pm

Raffle

Is not a fundraising raffle.

Plan is for small number of higher value hamper prizes.

To ensure participation each survivor will be given a raffle ticket for one prize on registration. More tickets will be available for purchase if required.

Raffle to be drawn at Saturday dinner.

No auction this year.

Sunday

Separate Marquees

Service on Naval Review – 20 metres from the beat. Further up Millennium Drive.

Open sided structure with the option to add in clear side panels if the weather is inclement. We have had to have this due to numbers that attended last year.

Band to be housed within this marquee.

Golf Buggies will be available for the more infirm guests.

Meet and Greet again in Rose Room for Chiefs and other official guests – Jan Berry & Gill

Bird Meeting people and signposting.

Specials Booked – Will form guard of honour as survivors disembark from the coach. At this point survivors will be handed their red rose.

Specials escorting people to seats in the Marquee. Handing out orders of service etc.

Organising wreaths into order.

Band Booked and they will source a piper

Shop in food marquee

NMA managing arrival of PUT and Law Ride – They manage ride to the wall etc. and are very clear that timings and order of entrants are critical. Riders to be instructed not to stop but to keep going to dismount point, so as to enable safe and smooth entrance for bikers and blue knights.

New route in due to new visitor centre that will not be finished by the time we are there.

Ambulance and Paramedics booked and onsite for the entirety of the event, due to numbers expected as per last year.

Service format similar to previous years, but change in procession following service

Piper to lead the procession followed by speakers, survivors, chiefs and everyone else. To process with wreaths down to the beat. Specials to again form a guard of honour along with cadets. Helicopter dependent on weather and operational requirements.

Everyone to spend time then on beat before going into lunch in marquee at the end of the beat.

Last year's service marquee, will now be the lunch marquee

Seating around edge of marquee and then poser tables placed throughout marquee, to enable people to mingle more easily.

COPS shop manned by PMAS volunteers.

PUT desk to match survivor families to riders for exchanged of memorial bands.

Going to make it clearer to everyone that lunch is part of the event to encourage more police to stay and spend time with families. Lunch is for all guests.

Walk through planned for all with a roll to play at the Sunday Service a few weeks prior to the event.

Trustees commented on detail of planning and high quality of information provided to the meeting. CSt and CR working to complete event organisation.

Recognition/Commendation Award

Trustees agreed that we must recognise contributions of fundraisers/volunteers to COPS.

Establishing set categories of annual awards could result in fallow years, so better option to have inclusive award(s) for example "COPS Commendation" for any outstanding contribution to the charity. Nominations for awards can be submitted to the office by anyone.

6	<p>Services Update – Winston’s Wish</p> <p>Following meetings with MF and RK over the last 6-9 months, Winston’s Wish submitted a draft MOU outlining service available specifically to COPS families. The MOU was circulated prior to the meeting.</p> <p>Winston’s Wish will, in the first pilot year, offer COPS families three tiers of support: Online resources available to all families making contact with WW Telephone advice and immediate support through the helpline, available to most families making contact with WW Bespoke 1:1 support, including face to face support for up to three individual families at locations convenient for them, access to the facilities and resources of the WW support programme.</p> <p>In the event of the service being highly in demand WW will advise RK accordingly so that no family who needs help is excluded. Referrals can be made either through COPS or directly to WW (though all referrals need to be verified by COPS). WW will also attend the survivors weekend offering information and advice as required and organise a support event for a minimum of 10 attendees at a COPS specified venue.</p> <p>The cost of this programme is £12,000, plus £2,500 for every additional family above the initial 3 provided 1:1 support. For those families whose officer was violently killed, the costs will be met through JSEC Libor funding. COPS will meet the costs of survivor families who do not qualify through that route.</p> <p>WW will administer the costing process, triage enquiries and seek approval from COPS as necessary. WW will provide 6 monthly reports of work and outcomes (though no clinical details which will remain private).</p> <p>Trustees approved the initial trial. The service will be available from 1 July and will be publicised in due course. RK to finalise processes and promotion arrangements.</p>	RK
7	<p>Income from Police Forces</p> <p>We have entered the third and final year of Police funding. We will approach forces again, having created a “service pack” explaining the benefits of the charity to the forces. Budgets are set in summer/autumn for the following April, so this is the time to make the requests. RK, SW, AS will put together the pack. JB will approach Sarah Thornton as part of approach to reaching all Chiefs.</p> <p>Payroll giving scheme (30p scheme) may prove more difficult to resurrect as most forces now use external payroll contractors. However, it is possible that PMAS will become such a contractor for all forces, making the scheme more easily accessible again.</p>	<p>RK, SW, AS, JB</p> <p>SW, RK</p>
8	<p>Dates of next meetings:</p> <p>Thursday 7 July, 9:30am, National Memorial Arboretum, followed by Memorial Service walk through</p> <p>Tuesday 27 September, 11am, London venue tbc</p>	
9	<p>There was no other business</p> <p>Meeting closed 12:30pm</p>	