

**Our Passion**

Our Passion is **Jesus** - Proclaiming and Living out God's love for all people

**Our Aspiration:**

To be a Transforming Presence in every Community,  
Open and Welcoming to all, and Serving all

**Our Resources:**

Faithful people, Prayer and worship, Visionary leadership, Liberating gifts

# **DIOCESAN SYNOD MEMBERS' HANDBOOK**

## **Part 2: Committee Handbook**

**2018 Edition**



The Church of England  
in Essex and East London  
Diocese of Chelmsford

## INTRODUCTION

This handbook contains the terms of reference for all of the Boards and Committees of Diocesan Synod (Statutory and non-Statutory). It is a sister document to the Synod Handbook (2018 Edition).

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## BISHOP'S COUNCIL

### Composition

The Bishop's Council and Standing Committee of Synod (in this handbook referred to as "The Bishop's Council") shall consist of:

#### Ex officio

The President of Synod (Bishop)	1		
The Clergy Vice President	1	The Lay Vice President	1
Area Bishops	3	Chair of the Board of Finance	1
The Dean	1	Vice Chair of the Board of Finance	1
Archdeacons	7		
Dean of Mission & Ministry <sup>1</sup>	1		
	<b>14</b>		<b>3</b>

#### Elected

One licensed Minister from each episcopal area	3	Three lay persons from each episcopal area	9
		One lay person appointed by and from the membership of each Area Mission & Pastoral Committee	3
	<b>3</b>		<b>12</b>

#### Appointed

Bishop's nominees, up to	2	Bishop's nominees, up to	4
	<b>19</b>		<b>19</b>

The lay members of the Synod from each Episcopal Area shall elect from among their number three persons.

The clerical members of the Synod from each Episcopal Area shall elect from among their number one person.

### Election to the Bishop's Council

The election for members of the Bishop's Council shall take place immediately after the election of a new Synod and members shall retire on the election of their successors or on ceasing to be qualified. The procedure for their election shall otherwise be as provided in Standing Order 112.

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<sup>1</sup> The Dean of Mission & Ministry and any other member of the Bishop's Council remunerated by the DBF shall not be a member of the Finance Committee (see Finance Committee terms of reference below).

## **Officers**

The officers of the Bishop's Council shall be:

- i) The President of the Synod shall be Chair;
- ii) A member of the Council nominated by the President with the consent of the Council shall be Vice-Chair;
- iii) The Secretary of the Synod shall be Secretary.

## **Functions**

The functions of the Bishop's Council shall be:

- i) subject to the directions of the Synod, to transact the business of the Synod when it is not in session;
- ii) to advise the Synod on matters of policy which are placed before it;
- iii) to receive and approve recommendations from its Standing Committee and any other of its sub-committees for the agenda items to be placed before Synod and to circulate to members information about matters for discussion;
- iv) to recommend priorities for the use of Diocesan resources and to express views on proposed initiatives and strategies;
- v) to advise the President and his staff on any matters which they may refer to the Council;
- vi) to appoint members to committees and boards or to nominate members for election to committee and boards, in accordance with statutory provisions or the directions of the Synod;
- vii) to carry out such other functions as Synod may delegate to it.

## **Term of Office**

Pursuant to Standing Order 104 (ii), elected and appointed members may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.

## **STANDING COMMITTEE OF THE BISHOP'S COUNCIL**

### **Membership**

A Standing Committee of the Bishop's Council shall be created whose membership shall be:

- i) The Bishop (Chair)
- ii) the Chair or Vice-Chair of the Diocesan Board of Finance;
- iii) the Clerical Vice President of the Diocesan Synod; and
- iv) the Lay Vice President of the Diocesan Synod.

The Secretary of the Diocesan Synod shall act as Secretary to the Committee.

### **Functions**

The functions of the Standing Committee of the Bishop's Council shall be:

- i) to prepare the agenda for meetings of the Council;
- ii) to prepare recommendations for the Council's approval concerning agenda items for meetings of the Synod;
- iii) to advise the Bishop's Staff and the Council on the most appropriate way in which proposals concerning initiatives, strategies and priorities for the use of the Synod's resources can make effective progress;
- iv) to prepare the agenda for meetings of the Finance Committee;
- v) to prepare the agenda for meetings of the Diocesan Mission & Pastoral Committee.

## **THE FINANCE COMMITTEE**

### **Membership**

Article 34 of the DBF Articles of Association (as amended by Special Resolution in March 2005) states:

“The Finance Committee shall consist of the Chair and Vice Chair for the time being of the Diocesan Board of Finance and those members of the Bishop’s Council not in any way otherwise disqualified”.

### **Functions**

1. Determine policy, in particular for :
  - Ministry numbers
  - Clergy Stipends
  - Capital budget
  - Revenue budget
  - Grant making
  - Investments
2. Monitor such policy decisions.
3. Approve referral of initial and final Budgets to the Diocesan Synod.
4. Approve and sign annual Financial Statements after receiving a report from the Audit Committee.
5. Agree remuneration of the Auditor each year.
6. Receive a report from the Finance Executive at each meeting.
7. Receive minutes from all Sub-Committees.
8. Handle any business referred by the DBF, Diocesan Synod or Bishop’s Council.
9. Create and dissolve Sub-Committees as required.
10. Appoint members of Sub-Committees and its representatives on other Diocesan bodies.

### **Term of Office**

Pursuant to DBF Article 18 the Chair and the Vice Chair may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium. Other elected and appointed members are also members of Bishop’s Council, who are similarly restricted by SO 104.

## **THE FINANCE EXECUTIVE**

(A sub-committee of the Finance Committee)

### **Membership**

#### **Ex-officio**

- i) The Chair of the DBF (who shall be the Chair)
- ii) The Vice-Chair of the DBF
- iii) The Chairs of Sub-Committees

#### **Appointed**

- iv) Up to two Archdeacons appointed by the Diocesan Bishop
- v) Up to two other persons with relevant expertise nominated by the Finance Committee, who need not themselves be members of the Finance Committee

The Chief Executive & Diocesan Secretary, Finance Director and the Chief Accountant may attend each meeting.

### **Number and Frequency of meetings**

The Finance Executive shall meet at least quarterly, with the number and frequency of meetings in each year decided by the Chair.

### **Functions**

#### *Principal functions*

1. Maintain thorough oversight of the income and expenditure of the board in line with budgets and act as the point of approval for significant variations. In doing so the Finance Exec shall review Management Accounts on at least a quarterly basis and refer them to the Finance Committee with comments.
2. Advise the Finance Committee on the strategic financial policies necessary to achieve the mission goals set by the Bishop's Council, and evaluate strategic financial policy issues and specific proposals for the Finance Committee.
3. Recommend an annual budget and associated gross Share to the Finance Committee and ultimately the Synod.
4. Work on a consensual basis with the other sub-committees of the Finance Committee, ensuring that proposals received by the Finance Committee have an appropriate breadth of prior consideration and support.
5. Ensure all risks faced by the Board are properly understood with appropriate mitigations put in place.
6. Ensure the preparation of annual financial statements for submission to the Audit Committee for endorsement and recommendation to the Finance Committee.

7. Initiate proposals aimed at optimising the financial effectiveness of the diocese.

*Other functions*

8. Receive Minutes from all Sub-Committees of the Finance Committee, and report to the Finance Committee. Minutes of the Finance Executive shall be submitted to the Finance Committee.
9. Make recommendations to the Finance Committee on the annual review of :  
Financial control policy  
Investment policy  
Risk Management
10. Monitor the Board's resources and level of reserves.
11. Authorise changes in bank, etc signatories.
12. Consider, as appropriate, requests for capital expenditure and approve within budget parameters.
13. Consider applications for back-to-back loans and approve satisfactory applications.
14. Review at each meeting a list of uses of the Company seal.
15. Handle any business referred from the Finance Committee.
16. Establish and dissolve ad-hoc task groups as necessary to investigate and report on specific issues.
17. Report all actions to the Finance Committee in a summary report.

### **Term of Office**

The term of office for ex-officio members is defined according to their substantive role. Pursuant to DBF Article 41, appointed members may serve no more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.

If a casual vacancy shall occur among the appointed members, the Finance Committee shall make an appointment to fill the vacancy for the unexpired term of office.



## **HOUSES SUB-COMMITTEE**

(A sub-committee of the Finance Committee to be known as “the Houses Committee”)

### **Membership**

The membership of the Committee shall comprise:

- i) The Chair (if not otherwise a member of the Committee)
- ii) One Archdeacon from each Episcopal Area
- iii) The Chair and Vice-Chair of the Finance Committee
- iv) One member of the clergy to be elected by the House of Clergy of the Diocesan Synod
- v) One lay person to be elected by the House of Laity of the Diocesan Synod
- vi) Up to four members with relevant expertise appointed by the Finance Committee
- vii) The Chief Executive & Diocesan Secretary, who shall be an ex-officio non-voting member

The persons elected and appointed under (iv), (v) and (vi) above need not themselves be members of the electing or appointing body.

Five members of the Committee shall be a quorum.

The Chair of the Committee shall be a lay or clergy person, who is not resident in a property maintained by the Diocesan Board of Finance, appointed by the Finance Committee.

The Head of Property or such other person appointed as Diocesan Surveyor shall attend each meeting and arrange for a secretary to the meeting.

### **Number and Frequency of meetings**

The number and frequency of meetings in each year shall be decided by the Chair of the Committee. The Committee will meet at least quarterly.

### **Functions**

1. Develop for approval by the Finance Committee, strategic policy for the management of the Board’s estate of parsonages and other houses for ecclesiastical purposes in line with the overall strategy set by the Bishop’s Council.
2. Develop and maintain operational policies relating to the management of the estate.
3. Receive annually, an estate condition assessment and an estate management plan for the coming year, which shall include financial and other key performance indicators; and monitor the delivery of such plans, and approve major variations.

4. Receive reports from the Archdeacons on anticipated parochial vacancies, pastoral reorganisation, and mission in order to assess the implications for housing.
5. Consider the shape of the estate at least annually and make recommendations on properties surplus to ecclesiastical use and the balance of owned and leased houses.
6. Consider proposals for Parsonage Replacement Schemes, and make recommendations to the Finance Committee.
7. Initiate proposals, within the sphere of this committee, aimed at optimising the financial effectiveness of the diocese.
8. Undertake, on behalf of the Parsonages Board, other functions as required by the Repair of Benefice Buildings Measure 1972 and successor legislation.

### **Term of Office**

Members other than ex-officio members shall be appointed or elected to serve for a period of three years in such manner as the appointing body may from time to time determine. Retiring members shall be eligible for re-election or re-appointment.

Pursuant to DBF Article 41, elected and appointed members may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.

If a casual vacancy shall occur among the elected members in between elections the Finance Committee shall make an appointment to fill the vacancy for the unexpired term of office. If a casual vacancy shall occur among the appointed members, the Finance Committee shall make an appointment to fill the vacancy for the unexpired term of office.

**DIOCESE OF CHELMSFORD**

**REPAIR OF BENEFICE BUILDINGS MEASURE 1972**

**SCHEME UNDER THE MEASURE**

**DESIGNATION OF PARSONAGES BOARD (HOUSES COMMITTEE)**

1. The Diocesan Board of Finance shall be designated as the Parsonages Board for the Diocese of Chelmsford for the purpose of the furtherance of the work of the Church of England by the exercise of functions under the Repair of Benefice Buildings Measure 1972 (“the Measure”) and reference in this Scheme to “the Board” shall be construed as referring to the Diocesan Board of Finance in the exercise of such functions.

**DELEGATION OF FUNCTIONS**

2. The functions of the Board under the Measure shall be delegated to a sub-committee (to be known as the Houses Committee) of the Finance Committee (whose members are the Directors of the Board) constituted as provided below.

The Finance Committee shall be responsible for the allocation and terms of service of staff to service the Houses Committee, including the Secretary and Surveyor.

**CONSTITUTION AND PROCEDURE OF HOUSES COMMITTEE**

3. The constitution and procedure of the Houses Committee (“the Committee”) shall be as follows :
  - 3.1 The membership of the Committee shall be determined by the Finance Committee.
  - 3.2 The Chair of the Committee shall be appointed by the Finance Committee and shall be a lay or clergy person, who is not resident in a property maintained by the Diocesan Board of Finance.
  - 3.3 The number and frequency of meetings in each year shall be decided by the Chair of the Committee. The Committee will meet at least quarterly.
  - 3.4 Five members of the Committee shall be a quorum.
  - 3.5 At least four working days before the meeting of the Committee a notice specifying all the business to be transacted thereat shall be sent by post to every member of the Committee. No business shall be transacted by the Committee other than that which appears on the notice except by leave of the Chair actually presiding at the meeting with the consent of the majority of members present.

- 3.6 Minutes of the proceedings of all meetings of the Committee shall be kept and once signed by the Chair shall be prima facie evidence of the facts stated therein.
- 3.7 All matters discussed at any meeting shall be decided by a majority of the votes of the members present and voting. In case the votes on any matter under discussion are equally divided the Chair of the meeting shall have a second or casting vote.
- 3.8 The Finance Committee shall receive from the Committee an annual report of its work.
- 3.9 Subject to the foregoing provisions, the Committee Handbook, and to any directions given by the Finance Committee, the Committee shall have power to regulate its own procedure.

#### **ANNUAL ESTIMATES OF EXPENDITURE**

4. The Finance Committee shall submit to the Diocesan Synod annual estimates of the expenditure of the Committee for the ensuing year together with proposals for meeting that expenditure.

#### **INTERPRETATION**

5. In this Scheme, unless the context otherwise requires, the expressions to which meanings are assigned by Section 31(1) of the Measure shall have the meanings thereby respectively assigned to them.

#### **OPERATIVE DATE OF SCHEME**

6. The provisions of this Scheme shall come into operation on 1 January 2013.

This Scheme was made by the Diocesan Synod of the Diocese of Chelmsford at a meeting held on 9 June 2012 and replaces the Scheme made by the said Synod on 8 November 1997.

## **INVESTMENT SUB-COMMITTEE**

(A sub-committee of the Finance Committee to be known as the “Investment Committee”)

### **Membership**

The membership of the Committee shall comprise:

- i) The Chair and Vice-Chair of the Finance Committee
- ii) Up to six members with relevant expertise appointed by the Finance Committee who need not themselves be members of the Finance Committee
- iii) One Archdeacon appointed by the Bishop
- iv) The Chief Executive & Diocesan Secretary, who shall be an ex-officio non-voting member

The Chair of the Committee shall be appointed by the Finance Committee from among the membership.

The Chief Executive & Diocesan Secretary shall arrange for an appropriate secretary to the sub-committee

### **Attendees at Meetings**

At the invitation of the Chair, the Board’s Property Agents and Investment Advisers may attend and receive papers for the part or parts of the meeting relevant to their role.

The Chief Accountant may attend each meeting.

### **Number and Frequency of meetings**

The number and frequency of meetings in each year will be decided by the Chair of the Committee. The Committee will meet at least quarterly.

### **Functions**

1. Advise the Finance Committee on Investment Policies, management of the Glebe, and alternative investment proposals.
2. Implement such policies as agreed by the Finance Committee and actively monitor its effectiveness.
3. Determine the optimal means of realising such incomes as are required by the agreed diocesan budget, and advise the Finance Executive as appropriate.
4. Recommend the selection of relevant professional advisers, notably in relation to the Glebe and Investment management.

5. Initiate proposals, within the sphere of this committee, aimed at optimising the financial effectiveness of the diocese.
6. Undertake, on behalf of the Finance Committee, other functions as required by the Glebe and Endowments Measure 1976 and successor legislation.

### **Term of Office**

Pursuant to DBF Article 41, appointed members may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.

If a casual vacancy shall occur among the appointed members, the Finance Committee shall make an appointment to fill the vacancy for the unexpired term of office.

**Annex**

## **ENDOWMENTS AND GLEBE MEASURE 1976**

### **DIOCESE OF CHELMSFORD**

#### **SCHEME UNDER THE MEASURE**

#### **CONSTITUTION OF INVESTMENTS COMMITTEE**

- 1.1 The Committee required under the Measure shall be a sub-committee of the Finance Committee of the Diocesan Board of Finance and shall be known as the Investments Committee (“the Committee”).
- 1.2 The Committee shall consist of up to six members appointed by the Finance Committee who need not themselves be members of the Finance Committee, plus an Archdeacon.
- 1.3 Ex-officio members of the Committee shall be the Chair and Vice Chair of the Finance Committee, and the Chief Executive in a non-voting capacity.
- 1.4 The procedure of the Committee shall be covered by Diocesan Synod Standing Orders or by further procedure established by the Bishop’s Council or Finance Committee.

#### **Duties of the Investments Committee**

- 2.1 The Committee shall be responsible to the Finance Committee for the management of the Diocesan glebe for the benefit of the Diocesan Stipends Fund. In so doing the Committee shall comply with any directions which may from time to time be given to it by the Finance Committee, shall observe all provisions of the Endowments and Glebe

Measure 1976 and shall obtain such consents as are required.

- 2.2. The Committee shall be responsible for advising the Finance Committee on investment policy and for implementing such policy once agreed.

### **Investments Committee to report to Finance Committee**

3. The Finance Committee shall receive Minutes of each meeting of the Committee.

### **Employment of agents**

4. The Finance Committee shall appoint, on such terms as it decides, one or more firms of professionally qualified surveyors to act as agents for it in all dealings relating to the Diocesan glebe.

### **Operative date of Scheme**

5. This Scheme was made by the Diocesan Synod of the Diocese of Chelmsford at a meeting held on 9 June 2012, and approved by the Church Commissioners on 19 June 2012. It shall be effective from 1 January 2013, and replaces the Scheme approved by the Church Commissioners on 3 December 1997.

## **AUDIT SUB-COMMITTEE**

(A sub-committee of the Finance Committee to be known as the “Audit Committee”)

### **Constitution**

- 1) The Finance Committee (the directors) hereby resolves to redefine the sub-committee of the Board known as the Audit Sub-Committee (the Committee).

### **Membership**

- 2) Membership:
  - (i) The directors shall appoint the committee and Chair thereof.
  - (ii) The Committee shall consist of five members with relevant expertise, of which at least two must be members of the Board.
  - (iii) The membership shall not include the Chair of the DBF.
  - (iv) The quorum shall be three committee members, including at least one Board member.
- 3) At least one member of the Committee shall have significant recent relevant financial experience, e.g. as an auditor or Financial Director.

### **Attendance at Meetings**

- 4) No one other than the Committee’s Chair and members is entitled to be present at meetings. The Chief Executive & Diocesan Secretary, Chief Accountant and representatives of the external auditors shall attend meetings by invitation of the Committee.
- 5) The Chair of the Board and other directors may attend if invited by Committee.
- 6) There should be at least one meeting or part thereof per annum, where the external auditors shall attend without management present, requiring alternative secretarial arrangements.
- 7) The Chief Executive & Diocesan Secretary, or his/her nominee, shall normally be Secretary of the Committee, at the discretion of the Committee Chair.

### **Frequency of Meetings**

- 8) The Chair shall decide frequency and timing notwithstanding that meetings shall be held at least three times per calendar year. These dates should coincide with key dates in the DBF reporting cycle and should include :
  - Pre year-end agreement terms of reference with both management and external auditors



- Receipt of draft financial statements and review of effectiveness of the audit process
  - Progress/other meetings as required
- 9) External auditors and management may severally or jointly request a meeting via the Committee Chair if they consider this to be necessary.

### **Authority**

- 10) The Committee is authorised by the directors to :
- a) Investigate any activity;
  - b) Seek any information that it requires from any employee of the Board, all employees are directed to co-operate with any request made;
  - c) Obtain outside professional advice as deemed necessary and such advisors may attend meetings as invited;
  - d) To support the full Board in overseeing all issues of financial probity.

### **Responsibilities**

- 11) The responsibilities of the Committee shall be :

#### **External Auditor**

- Review the appointment and independence of the external auditor, ensuring key partners are rotated at appropriate intervals.
- In accordance with Statement of Auditing Standards (SAS610) or successor standards, to ensure that there is mutual understanding of audit scope and respective responsibilities and to facilitate information sharing to ensure these responsibilities are fulfilled.
- Approve the terms of engagement and the remuneration to be paid to the external auditor and pre approve any additional fees.

Receive and respond appropriately to external auditor's management letter.

#### **Year End**

- Agree the nature and scope of the audit prior to commencement and review the auditor's procedures to respond to changes in regulatory requirements.
- To review draft financial statements prior to submission to the directors and challenge where necessary :
  - i) Accounting policies
  - ii) Clarity of disclosures
  - iii) Significant adjustments resulting from the audit
  - iv) Compliance with accounting standards

- v) Other topics, as defined by the directors

### **Internal Controls**

- Review the effectiveness of systems for :
  - Financial control
  - Financial reporting
  - Risk management
- Initiate proposals aimed at optimising the financial effectiveness of the diocese
- Any further matters brought to the attention of the Committee

### **Reporting Procedures**

- 12) The Secretary shall circulate minutes to all directors.
- 13) The Committee shall conduct an annual review of their work and terms of reference and make recommendations to the directors.
- 14) Committee's duties shall be disclosed in the annual financial statements.
- 15) The Committee Chair shall attend Bishop's Council and Finance Committee meetings and answer questions on the Committee's activities and responsibilities.

### **Miscellaneous**

- 16) The Chair shall have the right to attend meetings of any other sub-committee of the Finance Committee.

### **Term of Office**

- 17) Pursuant to DBF Article 41, appointed members may not serve in that capacity for more than three full consecutive triennia [with effect from the 2009 triennium] without a break of at least one triennium.
- 18) If a casual vacancy shall occur among the appointed members, the Finance Committee shall make an appointment to fill the vacancy for the unexpired term of office.

## **REMUNERATION AND GOVERNANCE SUB-COMMITTEE**

(A sub-committee of the Finance Committee to be known as the “Remuneration and Governance Committee” or “RGC”)

### **Membership**

Membership of the Remuneration and Governance sub-committee shall be co-terminus with the membership of the Bishop’s Council Standing Committee, and therefore comprise:

- i) The Bishop
- ii) the Chair of the Diocesan Board of Finance;
- iii) the Clerical Vice President of the Diocesan Synod; and
- iv) the Lay Vice President of the Diocesan Synod.

The Chair of the Diocesan Board of Finance shall be the Chair of this sub-committee.

In cases where the Clerical or Lay Vice-Presidents are remunerated by the Board, a substitute from the relevant House may be authorised by the Finance Committee.

The sub-committee shall appoint a secretary from among the members, or an appropriate officer may serve as secretary.

The quorum shall be two members, one of whom must be Chair of the Board of Finance.

### **Attendance at Meetings**

Except the Chair of the Audit Committee, other than by invitation from the Chair, no other person including officers /staff may attend the RGC.

The Chair has the right to ask any person to absent him/herself for any item on the agenda.

### **Frequency of meetings**

The sub-committee shall meet no less than once a year. One meeting shall be held no later than 30 June.

### **Functions**

- I. Remuneration: having due regard to the budget agreed by Synod and the prevailing financial, economic and market conditions at the time, the sub-committee shall:
  - a. agree the annual cost of living pay award for DBF employees, and
  - b. review and agree the remuneration for Chief Executive & Diocesan Secretary, and other senior employees

- c. agree any changes carrying a material financial implication to employment policies
2. Expenses: having due regard to the budget agreed by Synod, the sub-committee shall agree the DBF expenses policy
3. Governance: having due regard to best practice in the Church of England and charity sector generally, the sub-committee shall review and make recommendations to the Bishop's Council / Finance Committee in respect of:
  - a. the appropriateness of the DBF committee structure
  - b. the appropriateness of the mix of skills and experience on the various (sub-) committees
  - c. trustee and committee member training
  - d. succession planning
4. Maintaining a Register of Interests for all trustees of the DBF, appointees to other sub-committees of the Finance Committee, senior staff, and other persons in positions of responsibility as determined by the committee
5. Initiate proposals aimed at optimising the financial effectiveness of the diocese

## **MISSION AND PASTORAL COMMITTEE**

### **CONSTITUTION**

- 1) Pursuant to the Mission and Pastoral Measure 2011 (the Measure) and a resolution made by Diocesan Synod on 7<sup>th</sup> March 2009 there shall be created a Mission and Pastoral Committee for the Diocese of Chelmsford. The functions of the Committee shall be those set out in section 3 of the Measure set out in the Appendix hereto.

### **PROVISIONS RELATING TO THE DIOCESAN MISSION & PASTORAL COMMITTEE**

- 2) The membership of the Diocesan Mission and Pastoral Committee (the Committee) shall be coterminous with the membership of the Bishop's Council for the Diocese of Chelmsford.
- 3) The Diocesan Bishop shall be the Chair of the Committee.
- 4) The Committee shall appoint a Secretary and they shall serve as Secretary to the Area Mission & Pastoral Committees also.
- 5) The Quorum for the Committee shall be one third of the total membership.
- 6) The Committee shall delegate to Area Mission and Pastoral Committees those functions set out in the Appendix in relation to the Episcopal Area for which that Area Mission and Pastoral Committee has jurisdiction, with the exception of the duty under s.6(5) and Schedule 4 of the Measure.
- 7) Subject to the Measure, the foregoing provisions and any directions given by Diocesan Synod, the Committee shall have the power to regulate its own procedure and that of the Area Mission and Pastoral Committees.

### **PROVISIONS RELATING TO THE AREA MISSION & PASTORAL COMMITTEES**

- 8) The membership of the Area Mission & Pastoral Committees shall comprise:
  - a) Ex Officio Members
    - i) The Area Bishop for the respective Episcopal Area
    - ii) The Archdeacons for each Archdeaconry in the respective Episcopal Area
  - b) Elected Members
    - iii) One member of clergy from each Archdeaconry.
    - iv) Two lay people from each Archdeaconry.

c) Appointed Members

- v) One lay person from each Episcopal Area to be appointed by the relevant Area Bishop, in consultation with the Chair of the Diocesan House of Laity, and having regard to the interests, experience and expertise of the lay person concerned.
- 9) Members other than ex-officio members shall be appointed or elected to serve for a period of three years in such manner as Diocesan Synod may from time to time determine.
  - 10) Retiring members shall be eligible for re-election or re-appointment
  - 11) If a casual vacancy shall occur between elections the Bishop's Council may make an appointment to fill the casual vacancy for the unexpired term of office.
  - 12) The relevant Area Bishop shall be the Chair of the Area Mission and Pastoral Committee (but may appoint an Archdeacon to be Chair in his stead).
  - 13) If the Chair is not present the members present at a meeting of the Area Committee shall elect a chair for that meeting from among their number.
  - 14) The Quorum for the Area Mission & Pastoral Committees shall be a third of the total membership provided that one of the members shall be an elected lay member.
  - 15) Area and Rural Deans and the Lay Chairs of Deanery Synod shall have the right of attendance to meetings of their respective Area Mission & Pastoral Committee.

## **GENERAL PROVISIONS**

- 16) At least four working days before any meeting of the Committee or Area Mission & Pastoral Committee a notice specifying all the business to be transacted shall be sent to every member of the respective committee. No business shall be transacted other than that which appears on the notice other than by leave of the Chair actually present at the meeting with the consent of the majority of the members present.
- 17) Minutes of the proceedings at all meetings of the Committee or Area Mission & Pastoral Committees shall be kept and once signed by the Chair shall be prima facie evidence of all facts stated therein.
- 18) All matters discussed at any meeting of the Committee or Area Mission & Pastoral Committees shall be decided by a majority of the votes of the members present and voting. In case the votes on any matter are equally divided the Chair shall have a second or casting vote.
- 19) The Committee and Area Mission & Pastoral Committees shall each meet at least three times in each calendar year.

- 20) Diocesan Synod shall receive an annual report of its work from the Committee and Area Mission & Pastoral Committees.

## **APPENDIX**

Functions of the Committee.

(From Section 3 of the Measure)

- (1) In carrying out any of its functions the mission and pastoral committee shall, without prejudice to section 1, have regard to worship, mission and community as central to the life and work of the Church of England.
- (2) In carrying out any of its functions the mission and pastoral committee shall also have regard to—
- (a) the financial implications for the diocese and the Church of England as a whole;
  - (b) subject to subsection (5), the need to allocate appropriate spheres of work and to ensure that appropriate conditions of service are enjoyed by those employed or holding office in the diocese and, where relevant, that reasonable remuneration is provided for all those engaged in the cure of souls;
  - (c) the traditions, needs and characteristics of particular parishes; and
  - (d) any other aspects of the policies of the diocesan synod to which the synod has requested the committee to have regard in discharging its responsibilities.
- (3) It shall be the duty of the mission and pastoral committee—
- (a) to make or assist in making better provision for the cure of souls in the diocese as a whole and, to the extent that the committee thinks appropriate, in particular parts of the diocese or in particular parishes;
  - (b) from time to time, as the bishop may direct, or as the committee thinks fit, to review arrangements for pastoral supervision and care in the diocese as a whole and, to the extent that the committee thinks appropriate, in particular parts of the diocese or in particular parishes (including sharing agreements in respect of a church or parsonage house and any proposals for sharing agreements);
  - (c) from time to time, as the bishop may direct, or as the committee thinks fit, to prepare strategies or proposals for carrying out the committee's functions under paragraphs (a) and (b) for submission to the bishop and the diocesan synod for their approval;

- (d) to maintain an overview of matters relating to church buildings in the diocese and their use, other than matters which are within the jurisdiction of the consistory court or within the functions of the Diocesan Advisory Committee;
  - (e) in the case of listed buildings or buildings in a conservation area, to make, in accordance with section 55, every endeavour to find a suitable alternative use or suitable alternative uses for churches which are proposed to be closed and buildings which have been closed for regular public worship in the diocese under a pastoral church buildings scheme and, in the case of any other such building, to develop proposals for the suitable alternative use or uses of the building or for the demolition of the building and the disposal of its site;
  - (f) where it considers it desirable, to make recommendations to the bishop in accordance with section 6 or 21 for any of the matters for which provision may be made under this Measure (other than section 50) by a pastoral scheme or order; and
  - (g) to carry out any other functions conferred upon a mission and pastoral committee of a diocese by any enactment.
- (4) The mission and pastoral committee shall, in carrying out any of its functions, to the extent that it thinks appropriate, consult any other persons or bodies, whether within the Church of England or not, which exercise functions or carry out activities relevant to the functions of the committee.
- (5) Nothing in this section shall enable the mission and pastoral committee—
- (a) to exercise functions conferred on any other person or body by or under any enactment, or
  - (b) to fix or alter the terms of service of any person employed or holding office in the diocese.



## **DIOCESAN BOARD OF EDUCATION**

### **INTRODUCTION**

**The Diocesan Board of Education (DBE)** is constituted under the *Diocesan Boards of Education Measure 1991* (as amended) to:

- a) promote education consistent with the faith and practice of the Church of England;
- b) promote religious education and religious worship in schools in the diocese;
- c) promote or assist in the promotion of church schools in the diocese, and advise the governors of such schools and trustees of church educational endowments and any other body or person concerned on any matter affecting church schools in the diocese;
- d) promote cooperation between the Board and bodies or persons concerned in any respect with education in the diocese.

The Chelmsford DBE has certain other functions delegated to it by the Diocesan Synod:

- e) support for mission with Children and Under Fives in the diocese and its parishes;
- f) oversight of engagement with Further Education;

### **Membership of the Board**

Members of the Board of Education are elected or appointed for a three year term (at the end of which they may be re-elected or re-appointed).

The Board shall consist of:

- a) the Bishop;
- b) two persons nominated by the Bishop, each person so nominated being either a suffragan bishop or a full-time assistant bishop in the Diocese of Chelmsford (“the Diocese”) or an archdeacon of an archdeaconry in the Diocese;
- c) six members elected in accordance with the provisions of paragraph 2 below;
- d) at least three members and no more than five members co-opted by the Board, who shall be persons with experience either of church schools in the Diocese or of other areas of work with which the Board is concerned;

The Bishop may nominate no more than two additional persons (whether in Holy Orders or not) to be members of the Board, who shall be persons with experience either of church schools in the Diocese or of other areas of work with which the Board is concerned.

1. Two members of the Board shall be elected by the Synod in respect of each of the three Episcopal Areas in the Diocese, who need not themselves be members of the Synod, and of the members elected in respect of any Episcopal Area--
  - a) one shall be a clerk in Holy Orders beneficed or licensed in the Episcopal Area; and
  - b) one shall be a communicant lay person who either resides, works or worships in the Episcopal Area.
2. The Bishop shall be Chair of the Board except that, if the Bishop does not desire to be Chair, the Bishop, after consultation with the Board, shall appoint some other person (whether or not a member of the Board) to be Chair, and the person so appointed shall become an ex-officio member of the Synod.
3. The election of the elected members of the Board shall take place every three years in the same year as, but after, the election of members of the Synod. All members so elected shall begin to hold office on 1st January next following their election.

Officers are in attendance.

Secretary in Attendance: Director of Education (DDE)

### **Quorum and Meetings**

The quorum of the Board shall be eight of which four shall be elected members (DBE Measure Schedule II.10).

The Board shall meet on at least three occasions during the year, and an additional meeting shall be held if at any time eight or more members of the Board make a request in writing to the chair for the holding of such a meeting (DBE Measure Schedule II.11).

### **Attendance**

Persons not attending three consecutive meetings of a body of which they are an elected, appointed or co-opted member shall be deemed to have resigned (unless in exceptional circumstances).

## **EXECUTIVE COMMITTEE**

The Board has established an Executive Committee with these principal functions:

1. To discharge urgent business on behalf of the Board between its meetings.
2. To plan and review the meetings of the Board.
3. To monitor and, where necessary, suggest refinement of the organisational arrangements of the Board, including its various sub-committees and working groups.
4. To discharge other business remitted to it by the Board or its Director.

**Membership:**

The Chair of the DBE

The Vice-Chair of the DBE

The Chair of the School Organisation and Resources Committee

Up to two additional members of the DBE

**In Attendance**

Director of Education

Children's Officer

Chief Executive and Diocesan Secretary

**SUB-COMMITTEES and WORKING GROUPS**

Sub-committees and Working Groups have delegated responsibilities as described below. They report to the Board and seek its direction in matters of policy. The minutes meetings of the Sub-Committees shall be submitted to the Board, together with a brief report of the work highlighting issues for discussion and decision.

**Membership**

Sub –committee Chairs are appointed by the Chair of the DBE and shall be members of the Board.

Each sub-committee should aim to have between six and eight members (plus Officers), at its discretion.

A sub-committee should normally include at least two members of the Board.

The Board (or its Executive) shall appoint the members of the sub-committees.

The DBE/Executive/DBE Chair may establish working parties and task groups (which may include other people).

Should a decision need to be taken that has a policy implication, the sub-committee/working group will seek the guidance/decision of the DBE/Executive/DBE Chair

**School Organisation and Resources Committee**

Remit of the Committee

- Church School planning (inc. new schools)
- Multi-Academy Trust organisational planning
- School buildings and estate issues (inc capital projects)
- Project approval as required by the DBE Measure
- Budgets, cashflow and accounts relating to School Capital Projects
- Legal and Ownership issues
- Service Level Agreement(s)
- Trading Company Activity
- Academy pre-conversion Scrutiny and Approvals
- Other areas referred by the Board or its Executive Committee

## **Membership**

Normally 2 members of the DBE or appointees of the DBE  
Up to 4 additional members with current and relevant experience

## **Supported by**

- Diocesan Director of Education
- At least one designated Diocesan Officer
- Other Diocesan Officers as appropriate

## **Chair**

To be appointed by the Chair of the DBE after appropriate consultation. If the Chair is not present at the meeting then the Committee will appoint a chair for that meeting.

## **Secretary**

The Secretary of the Committee will normally be a designated officer of the Education Department. S/he will be responsible for producing the agenda in consultation with the Chair of the Committee with input, when appropriate, from the Chair of the DBE and the DDE. The Secretary will produce the minutes for the Committee supported by the Education Team administrator.

## **Quorum**

Three Committee members including at least 1 member of DBE/appointee of DBE + 1 member of the Education Department.

## **Meetings**

There will normally be 3 meetings a year, once each term.

## **Terms of Office**

Until the first meeting of a new (triennial) DBE.

## **Venue**

Venues for Committee meetings will normally be at the Diocesan Office. However, a Committee may arrange to meet in any location that would enhance, inform or promote its work.

## **DIOCESAN BOARD OF PATRONAGE**

### **SCHEDULE 3 OF THE PATRONAGE (BENEFICES) MEASURE 1986**

1. (1) A Diocesan Board of Patronage (hereafter referred to as 'the Board') shall consist of:
  - a. The Bishop of the Diocese;
  - b. Three clerks in Holy Orders beneficed in or licensed to any parish in the Diocese elected by the House of Clergy of the Diocesan Synod by the method of the single transferable vote;
  - c. Five lay persons elected by the House of Laity of that Synod by the method of the single transferable vote;
  - d. For the purpose of transacting any business relating to a particular benefice: The Archdeacon in whose Archdeaconry, and both Chairs of the Deanery Synod of the Deanery in which that benefice is situated.
- (2) An Archdeacon shall not be qualified to be elected under paragraph (1)b.
2. The Bishop of the Diocese may nominate any Suffragan Bishop or Assistant Bishop holding office in the Diocese to act in his place as a member of the Board on such occasions as he may determine.
3. The Board shall elect one of its members other than the Bishop to act as Chair of the Board.
4. (1) The election of members of the Board shall take place every six years in the same year as, but after, the election of the members of the Diocesan Synod, and the elected members shall hold office for a term of six years beginning on 1 January next following their election.
  - (2) When a casual vacancy occurs among the elected members of the Board, then –
    - a. The vacancy is among members elected under paragraph 1(1)(b) above, the vacancy shall be filled by an election by the elected clerical members of the Bishop's Council of a person qualified to be elected under that paragraph.
    - b. If the vacancy is among members elected under paragraph 1(1)(c) above, the vacancy shall be filled by an election by the elected lay members of the Bishop's Council of a lay person.
  - (3) Any person elected to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the person in whose place he is elected.
  - (4) An elected member of the Board, if qualified for election, shall be eligible for re-election on the termination of any period of office.
5. (1) The quorum of the Board shall be six.

- (2) Subject to sub paragraph (1) the Board may act notwithstanding any vacancy in its membership.
6. A clerical member of the Board shall not take part in any proceedings of the Board connected with the exercise of a right of patronage in favour of himself.
7. Subject to the preceding provisions and to any direction as to procedure given by the Diocesan Synod, the Board shall have power to regulate its own procedures.

## **CHELMSFORD DIOCESAN ADVISORY COMMITTEE**

### **CARE OF CHURCHES AND ECCLESIASTICAL JURISDICTION MEASURE (1991)**

This constitution has been prepared under the provisions of the above Measure; clause I of which states:-

“Any person or body carrying out functions of care and conservation under this Measure or under any other enactment or rule of law relating to churches shall have due regard to the role of a church as a local centre of worship and mission”.

### **CONSTITUTION**

#### **Name**

1. The committee shall be known as the Chelmsford Diocesan Advisory Committee.

#### **Membership**

2. The committee shall consist of a chairman, the archdeacons and not less than twelve other members.
3. The chairman shall be appointed by the bishop after consultation with the bishop's council, the chancellor and the Council for the Care of Churches.
4. The other members shall be:-
  - a) Two persons appointed by the bishop's council from among the elected members of the diocesan synod;
  - b) Not less than ten other persons appointed by the bishop's council, of whom:-
    - i) One shall be appointed after consultation with the Historic Buildings and Monuments Commission for England;
    - ii) One shall be appointed after consultation with the relevant associations of local authorities; and
    - iii) One shall be appointed after consultation with the national amenity societies;
  - c) Such other persons as may be co-opted under paragraph 12 below.
5. In making the appointments under paragraph 4(b) above, the bishop's council shall ensure that the persons appointed have, between them, -
  - a) Knowledge of the history, development and use of church buildings;
  - b) Knowledge of Church of England liturgy and worship;

- c) Knowledge of architecture, archaeology, art history; and
  - d) Experience of the care of historic buildings and their contents.
6.
    - a) The first appointment of the chairman and other members of the committee under paragraph 4(a) and (b) above shall take place as soon as practicable after the constitution shall come into effect.
    - b) Thereafter new appointments of the chairman and other members of the committee shall be made within one year of the formation of the second new diocesan synod after the previous last such appointment, so that the term of office of the committee shall be normally six years.
  7. The term of office of the chairman and any other member of the committee appointed under paragraph 4(a) or (b) above shall be the period from his appointment to the making of the new appointments in accordance with paragraph 6 above.
  8. A member of the committee who ceases to hold a qualification by virtue of which he became a member shall thereupon cease to be a member.
  9. A member of the committee who ceases to hold office otherwise than by virtue of paragraph 8 above shall be eligible for re-appointment.
  10. Where a casual vacancy occurs among the chairman and other members of the committee appointed under paragraph 4(a) or (b) above, the bishop shall appoint a person to fill the vacancy, and if the person whose place is to be filled was a member of the committee by virtue of his membership of the diocesan synod of the diocese the person so appointed shall already be a member of the diocesan synod.
  11. Any person appointed to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he is appointed.
  12. With the consent of the bishop, the committee may from time to time co-opt such persons (of a number not exceeding one third of the total number of the other members) as it thinks fit to be additional members of the committee, but any person so co-opted shall cease to be a member of the committee on the making of new appointments of members in accordance with paragraph 6 above.

### **Procedure**

13. No meeting of the committee may be held unless a quorum of at least one third of the members is present.
14. Where it is necessary for a vote on any matter to be taken the vote shall be taken by a show of hands of the members present and the secretary shall record the vote in the minutes.



15. If for any reason the chairman is unable to be present at a meeting of the committee an acting chairman shall be elected from amongst the members present at the meeting.
16. The secretary shall prepare and give to every member of the committee and to the chancellor of the diocese minutes of the matters discussed at each meeting of the committee.
17. The secretary shall provide to intending applicants for faculties in the diocese a written statement of the final recommendation or advice of the committee in respect of the matter for which they propose to seek a faculty.
18. The secretary may at the request of any of the persons referred to in paragraph 2(a), (d), (f), (g) or (h) of Schedule 2 of the Measure provide to such person an extract from the minutes relating to any matter upon which that person sought the advice of the committee.
19. The advice of any consultant who has been appointed under paragraph 29 of this constitution may be sought by the committee or any sub-committee in respect of any matter falling within the functions of the committee contained in Schedule 2 of the Measure and such advice may be given either orally or in writing to the committee or to any sub-committee, as the case may be.
20. Any such consultant shall be entitled to attend any meeting of the committee or of any sub-committee for the purpose of giving advice but shall not be entitled to a vote.
21. Subject to the above and to any additions or amendments which may from time to time be approved by the diocesan synod the committee may determine its own procedure.
22. The committee shall give an annual report to the diocesan synod.

### **Sub-Committees**

23. The committee may from time to time establish such sub-committees (consisting of not less than three members of the committee) as it thinks fit for the purpose of exercising any of its functions contained in Schedule 2 of the Measure (subject to the provision of clause 25 below in relation to the granting of faculties), and, in particular may establish sub-committees to consider, advise upon and, where appropriate, to make recommendations to or on behalf of the committee.
  - a) on the subject of repairs to churches or places of worship in the diocese;
  - b) on any proposal for work involving alteration to the structure (whether external or internal) of any church or place of worship in the diocese;
  - c) on any matter affecting any churchyard or burial ground in the diocese;

- d) on any matter affecting an organ or bells in any church or place of worship in the diocese.
24. The members of any sub-committee shall be appointed by the committee for such period not exceeding six years as it deems appropriate.
25. i) For the purpose of the grant of a faculty, a sub-committee may make a recommendation without reference to the committee only (a) in cases of emergency or (b) where the chairman of the committee so authorises the sub-committee, but save as aforesaid each sub-committee shall in every case relating to the granting of a faculty report its recommendations to the committee which shall decide whether or not to make a recommendation in the terms proposed by the sub-committee or to vary them or add such conditions as it deems fit.
- ii) Each sub-committee shall report regularly to the Committee on its activities.
26. The secretary shall upon receipt of a request for advice upon any matter falling within the functions of the committee contained in Schedule 2 of the Measure place such request before the relevant sub-committee, if any, and the sub-committee may ask for such information and make such visit or visits to any church, place of worship, churchyard or burial ground in the diocese as it considers necessary for the purpose of giving such advice.
27. A meeting of the sub-committee may be held when two members are present.
28. Subject to the above a sub-committee may determine its own procedure.

### **Miscellaneous**

29. The bishop of the diocese may appoint suitably qualified persons to act as consultants to the committee if the committee request him to do so.
30. The secretary of the committee shall be appointed by the bishop of the diocese after consultation with the chairman of the committee and the diocesan secretary.
31. The bishop of the diocese may appoint an assistant secretary to the committee after consultation with the chairman of the committee and the diocesan secretary.

### **Definition**

32. In this constitution “national amenity society” has the same meaning as in Care of Churches and Ecclesiastical Jurisdiction Measure (1991).
33. In paragraph 4(b) above “relevant associations of local authorities” means such associations as may from time to time be designated by the Dean of the Arches and Auditor as the relevant associations of local authorities for the purposes of this Schedule in relation to the diocese concerned.

## **Statutory Functions (Schedule 2 of the Measure)**

34. The functions of the committee shall be:-

- a) To act as an advisory body on matters affecting places of worship in the diocese and, in particular, to give advice when requested by any of the persons specified in paragraph 35 below on matters relating to:
  - i) the grant of faculties;
  - ii) the architecture, archaeology, art and history of places of worship;
  - iii) the use, care, planning, design and redundancy of places of worship;
  - iv) the use and care of the contents of such places;
  - v) the use and care of churchyards and burial grounds;
- b) to review and assess the degree of risk to materials, or of loss to archaeological or historic remains or records, arising from any proposals relating to the conservation, repair or alteration of places of worship, churchyards and burial grounds and the contents of such places;
- c) to develop and maintain a repository or records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds and other material (including inspection reports, inventories, technical information and photographs) relating to the work of the committee ;
- d) to issue guidance for the preparation and storage of such records;
- e) to make recommendations as to the circumstances when the preparation of such a record should be made a condition of a faculty;
- f) to take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places, and for that purpose to publicise methods of conservation, repair, construction, adaptation and re-development;
- g) to perform such other functions as may be assigned to the committee by any enactment, by any Canon of the Church of England or by resolution of the diocesan synod or as the committee may be requested to perform by the bishop or chancellor of the diocese.

35. The persons referred to in paragraph 34(a) above are –

- a) the bishop of the diocese;
- b) the chancellor of the diocese;
- c) the archdeacons of the diocese;
- d) the parochial church councils in the diocese;
- e) intending applicants for faculties in the diocese;
- f) the pastoral committee of the diocese;
- g) persons engaged in the planning, design or building of new places of worship in the diocese, not being places within the jurisdiction of the consistory court;
- h) such other persons as the committee may consider appropriate.

## VACANCY IN SEE COMMITTEE

as amended by the Vacancy in See Committees (Amendment) Regulation 2003  
and as amended by the Vacancy in See Committees (Amendment)  
Regulation 2007

### I Establishment and Composition:

- (a) In every diocese there shall continue to be in existence at all times a Vacancy in See Committee consisting of:

#### Ex Officio members:

- (i) the suffragan bishop or bishops and any full-time stipendiary assistant bishop who is a member of the diocesan House of Bishops.
- (ii) the dean of the cathedral or, if he or she is unable to serve, a member of the Chapter of the cathedral elected by the Chapter excluding from election any person who is a member of the Committee in any other capacity; where there is an equality of votes, the matter shall be decided by lot.
- (iii) two archdeacons elected by and from the arch-deacons of the diocese; if there are no more than two archdeacons in the diocese, those archdeacons or archdeacon. Where there is an equality of votes, the matter shall be decided by lot.
- (iv) the proctors elected by the diocese to the Lower House of Convocation excluding the representative archdeacon appointed as a member of Convocation pursuant to Canon H 2.
- (v) the members elected by the diocese to the House of Laity of the General Synod.
- (vi) the chairman of the House of Clergy and the chairman of the House of Laity of the Diocesan Synod.

#### Elected members:

- (vii) not fewer than two Clerks in Holy Orders being clerks beneficed in the diocese or licensed under seal by the bishop of the diocese, elected by the House of Clergy of the Diocesan Synod except that no archdeacon and no person in episcopal orders shall be eligible for election under this paragraph.
- (viii) not fewer than two actual communicant lay persons whose names are on the electoral roll of a parish in the diocese elected by the House of Laity of the Diocesan Synod.

- (b) The number to be elected under sub-paragraphs (a)(vii) and (viii) of this Regulation shall be such as to ensure (having taken account of the place of residence of ex officio members) that –
  - (i) every archdeaconry in the diocese will be adequately represented; and
  - (ii) the number of members of the Committee (including ex officio members) who are in Holy Orders and who are lay persons shall, as far as possible, be equal

and shall not otherwise exceed two clerks in Holy Orders and two actual communicant lay persons.
- (c) The Bishop's Council and Standing Committee of the diocese may nominate not more than four additional persons who reflect a special interest in the diocese or whose nomination is in the opinion of the Bishop's Council and Standing Committee appropriate in order to secure a better reflection of the diocese as a whole to serve on the Vacancy in See Committee for a term ending on the date on which the elected members of the Committee cease to hold office under paragraph 2(a) of this Regulation.
- (d) The Committee shall have no power to co-opt additional members.

2. Elections:

- (a) Subject to paragraph 3(d) of this Regulation the elected members of the Committee shall be elected by the Houses of Clergy and Laity of the Diocesan Synod and their term of office shall commence on the first day of January following the election of a new synod and end on 31st December following the election of the next synod.
- (b) Persons eligible to stand for election shall be proposed and seconded by members of the appropriate House of the Diocesan Synod.
- (c) The election shall be conducted by the method of the single transferable vote in accordance with the Regulations of the General Synod currently in force.

3. Casual Vacancies:

- (a) A casual vacancy (including any vacancy occurring because insufficient eligible candidates for election have been elected) among the elected members shall be filled within six months of the occurrence of the vacancy by a further election by the House concerned provided that if a vacancy of the bishopric is announced before a vacancy on the Committee has been filled the vacancy on the Committee shall remain unfilled until the Committee has completed its consideration of the vacancy of the bishopric and shall then be filled within six months of the completion of such consideration.
- (b) Where a proctor becomes the representative archdeacon for the diocese

pursuant to Canon H 2 he or she shall cease to be an ex officio member of the Committee under paragraph 1(a)(iv) of this Regulation but without prejudice to his or her becoming a member of the Committee under paragraph 1(a)(iii).

- (c) Where a clerk in Holy Orders elected under paragraph 1(a)(vii) of this Regulation becomes an archdeacon in the diocese he or she shall cease to be a member of the Committee under that paragraph but without prejudice to his or her becoming a member of the Committee under paragraph 1(a)(iii).
- (d) A person shall cease to be a member of the Committee when he or she ceases to hold the office by virtue of which he or she was eligible for or entitled to such membership.

4. Officers and Procedure:

- (a) At the first meeting of the Bishop's Council following the election of the members of the Committee a Chairman of the Committee shall be elected by the members of the Bishop's Council from among the members of the Committee both ex officio and elected. The person elected as Chairman shall hold office for the same term as the elected members referred to in paragraph 2(a) of this Regulation subject to paragraph 4(e) hereof.
- (b) At the first meeting of the Committee a deputy chairman shall be elected by and from the members of the Committee.
- (c) The Secretary of the Committee shall be a fit and proper person (not being a member of the Committee) appointed by the Bishop's Council at the first meeting of the council held following the election of the Committee and if the Secretary is already a member of the Committee at the time of his or her appointment he or she shall forthwith resign his or her office as a member. The Secretary shall convene meetings of the Committee in accordance with the directions of the Committee or the chairman thereof.
- (d) The Secretary of the Committee shall invite the Prime Minister's Secretary for Appointments and the Archbishops' Secretary for Appointments to attend meetings of the Committee.
- (e) For the purposes of completing the consideration of any vacancy on which the Committee shall have begun work, elected members shall continue to act as members of the Committee instead of the new members notwithstanding the expiry of their term of office and where, pursuant to paragraph 4(c) above, the Bishop's Council has decided to appoint a different person to act as secretary of the Committee, the former secretary shall continue to act.
- (f) Subject to the foregoing provisions the Committee shall have power to regulate its own business and procedure.
- (g) Subject to paragraph 5A below, as soon as practicable following the

announcement of a vacancy of the bishopric the diocesan secretary shall provide to each member a booklet, prepared by the Archbishops' Secretary for Appointments and approved by the Legal Adviser to the General Synod, containing:

- (i) an explanation of the dual role of a diocesan bishop as the bishop of his diocese and as a member of the House of Bishops of the General Synod and, in the case of a bishop who is or may become a member of the House of Lords, of his role as a member of that House and of the importance of giving due weight to those roles when considering candidates for a vacant bishopric;
- (ii) a description of the procedures to be followed concerning the nomination of persons to fill a vacant bishopric;
- (iii) a copy of this Regulation, as amended, and of the document entitled "Guidance Notes and Code of Practice"; and
- (iv) recommendations concerning the procedure to be adopted for meetings of the Committee.

5. Functions:

Subject to paragraph 5A below,

- (a) The Committee shall hold at least two meetings, the first of which shall be held as soon as practicable after the vacancy which the Committee is considering has been announced. At its second meeting the Committee shall discuss the needs of the diocese. It shall then prepare a statement setting out those needs and shall send it to the Crown Nominations Commission of the General Synod, together with such factual information about the diocese and its organisation as the Commission may request.
- (b) The Committee shall elect by ballot from amongst its members persons to be members of the Crown Nominations Commission in connection with the discharge by the Commission of its function in relation to the vacancy of the diocesan bishopric, numbering such number of members as may be required by the Standing Orders of the General Synod. Such election shall normally be taken as the final business of the second meeting of the Committee held to consider the vacancy and shall be conducted by the method of the single transferable vote in accordance with the Regulations of the General Synod currently in force. Not less than half of the members elected shall be lay members of the Committee. No candidate shall be eligible for election unless proposed and seconded by members of the Committee other than the candidate and no member shall propose or second a candidate if he or she has proposed or seconded another candidate.
- (c) Where, before the Crown Nominations Commission have agreed upon the two names to be submitted to the Prime Minister, any of the members of the

Commission elected under sub-paragraph (b) above dies or becomes incapable of acting as such, the chairman and deputy chairman of the Committee shall jointly appoint a member of the Committee to act as a member of the Commission in place of the first mentioned member and in making such an appointment shall have regard to the desirability of maintaining, amongst those members, a similar balance of opinion and of the interests which those members represented.

**Direction of Archbishop not to proceed with vacancy:**

- (a) Where a vacancy of the bishopric is announced and
  - (i) no steps have been taken under this Regulation to fill it; and
  - (ii) the Dioceses Commission has decided to prepare a reorganisation scheme in accordance with section 7 of the Dioceses, Pastoral and Mission Measure 2007 (“the 2007 Measure”) which would abolish the diocese in respect of which the vacancy has been announced or have, in the opinion of the Commission, such a significant effect on the diocese that it would be desirable to delay the appointment of a bishop to fill the vacancy,

the Commission may request the Archbishop of the province in which the diocese is situated to direct that no steps shall be taken under this Regulation in relation to the filling of the vacancy.
- (b) On receipt of a request under sub-paragraph (a) above, the Archbishop may, if he thinks fit, direct as provided in that sub-paragraph and this Regulation shall have effect accordingly.
- (c) Where the Archbishop has issued a direction under sub-paragraph (b) above, then if
  - (i) the reorganisation scheme (other than a scheme dissolving the diocese) has been confirmed by Order in Council under section 8 of the 2007 Measure, or
  - (ii) the General Synod has taken a decision not to approve the scheme under section 7 of the 2007 Measure, or
  - (iii) the Dioceses Commission has informed the Archbishop that it has decided not to proceed with the scheme, or
  - (iv) the Dioceses Commission has informed the Archbishop that it has decided that it would not be appropriate further to delay the filling of the vacancy,

the Archbishop shall revoke the direction.



- (d) If the Archbishop revokes the direction under sub-paragraph (c) above this Regulation shall have effect as if the announcement of the vacancy had been made on the day on which the Archbishop revokes the direction.
- (e) Any direction or revocation given under sub-paragraph (b) or (c) above shall be in writing and signed by the Archbishop and shall be sent to the Secretary of the Committee and the Archbishop shall send a copy thereof to <sup>and</sup>
  - (i) the Archbishops' Secretary for Appointments,
  - (ii) the Secretary of the House of Bishops,
  - (iii) the Prime Minister's Secretary for Appointments, and
  - (iv) the Dioceses Commission.

6. Miscellaneous:

- (a) In the carrying out of the provisions of this Regulation the Archbishop of the province shall have power –
  - (i) to make provision for any matter not herein provided for;
  - (ii) in any case in which difficulties arise to give any directions which he may consider expedient for the purpose of removing the difficulties.
- (b) The power of the Archbishop under this paragraph shall not enable him –
  - (i) to validate anything that was invalid at the time when it was done;
  - (ii) to give any direction that is contrary to any paragraph of this Regulation.
- (c) No proceedings of any Committee constituted under this Regulation shall be invalidated by any vacancy in the membership of that Committee or by any defect in the qualification, election or appointment of any members thereof.
- (d) During a vacancy in an archbishopric or where by reason of illness an archbishop is unable to exercise his functions under this paragraph the functions of an archbishop under this Regulation shall be exercised by the other archbishop.

## **LONDON OVER THE BORDER COUNCIL**

### **Membership**

The Council comprises:

- The Archdeacon of West Ham
- The Area Deans of Thurrock, Waltham Forest, Redbridge, Newham, Havering and Barking & Dagenham,
- The Lay Chairs of Thurrock, Waltham Forest, Redbridge, Newham, Havering and Barking & Dagenham,
- A member nominated by the Bishop of Barking.

The Archdeacon of West Ham is the Chair of the council. The Secretary to the Archdeacon of West Ham acts as Secretary of the Council.

The Council's meetings are also usually attended by its Business Advisor, the Diocesan Parish Finance Officer.

### **Functions**

The London Over the Border Council (the Council) has two primary functions:

1. to allocate grants from the Trust known as the London Over the Border Church Fund (LOB),
2. to administer funds from the Trust known as the City Church Fund Surplus (CCFS) and to allocate grants from this Trust.

## **RETREAT HOUSE ADVISORY BOARD**

### **Membership**

- At least one and not more than two clergy members of the Bishop's Senior Staff Team appointed by the Bishop of Chelmsford; *plus*
- At least 4 and no more than 9 persons appointed by the Bishop's Council; *plus*
- The Chief Executive & Diocesan Secretary (ex-officio)

The General Manager shall have a right to attend and participate in all meetings excepting those matters where a potential conflict exists.

In determining its appointments, the Bishop's Council should seek to ensure that:

- The membership contains the range of skills necessary to support the work of the House
- At least one member has a special focus on the Friends of Pleshey
- At least one member has a special focus on the House's work with other denominations
- At least one member should have financial expertise
- Adequate lay and ordained membership
- Appropriate links with the Cathedral and CDBF trustees
- Appropriate links with parishes and deaneries across the diocese

### **Chair**

The Bishop of Chelmsford shall appoint a Chair from among the members

### **Quorum**

Four members shall constitute a quorum, one of whom being a member of the Bishop's Staff team or the Chief Executive.

### **Term of office**

Appointments are renewed at the start of each triennium. No appointed member may serve more than three consecutive triennia.

### **Frequency of meetings**

At least quarterly

### **Secretary**

A Secretary shall be appointed from among the members or otherwise provided by the House. The minute book shall be maintained at the House and a copy of the minutes shall be supplied to the CDBF Finance Committee.

### **Functions**

The role of the Retreat House Advisory Board is to oversee the affairs of the Retreat House on behalf of the CDBF trustees and hold the vision and strategy for the house, ensuring the House reflects the diocesan priorities and reflecting the House back to the diocese. Specifically:

1. Ensure provision is made for a rhythm of prayer in the House
2. Ensure the House contributes to the spiritual life and teaching of the diocese

3. Inform the CDBF trustees of the life and health of the house
4. Oversee the care and development of the House facilities
5. Within the parameters set by the CDBF, approve an annual budget for the House and monitor this, reporting to the trustees
6. Provide a source of support and advice to the General Manager, staff, and those involved in the spiritual life of the House
7. Support and develop the Friends of Pleshey
8. Oversee quality assurance for the House including the services to guests, health & safety, etc.
9. Take appropriate policy decisions such as pay rates
10. Oversee fundraising activity in support of the house

Form and dissolve sub-committees / ad-hoc working groups as required (which may draw from persons outside the Board members)

## **DIOCESAN SAFEGUARDING ADVISORY PANEL (DSAP)**

### **Role and Functions**

1. To provide a source of independent advice and expertise on sound safeguarding policies, procedures and practices to the diocesan bishop and other senior clergy and officials.
2. To advise the bishop on whether, in the DSAP's view, the diocese has clear and transparent safeguarding policies, working practices and training arrangements which are consistent with statutory requirements and House of Bishops' policy and practice guidance.
3. To contribute to the diocese's safeguarding strategy and its annual progress review.
4. To have particular regard to the rigour of the Church's responses to safeguarding concerns about church officers including proper reference to and liaison with statutory authorities.
5. To advise on appropriate measures for overseeing and monitoring the welfare of children and vulnerable adults from known and alleged offenders and others who might be a risk to them.
6. To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes in accordance with national and diocesan policy and practice guidance.
7. To consider learning derived from case lessons learnt reviews and advise on a diocesan response including actions and any changes to local and national policy, procedure or practice which are indicated.
8. To monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly.
9. To seek to ensure that there are clear safeguarding arrangements in place between the diocese and those parts of the Church in the diocese with their own decision-making bodies e.g. the Cathedral, Religious Communities, Theological Training Institutions and advise on any necessary action.
10. To have particular regard to the Church's responses to survivors of abuse perpetrated by church officers.
11. To advise the bishop and senior officials of the adequacy of resourcing for the diocesan safeguarding adviser/team including professional supervision, safeguarding training, reviewing processes and any assignments proposed by the DSAP which it is agreed should be undertaken.
12. To advise on what the diocese has put in place to hear the views of children and adults in need of care and support in relation to the arrangements to keep them safe whilst engaged in church activities.

13. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.

14. To consider relevant matters referred by the bishop, senior officials and the Diocesan Safeguarding Manager (DSM) including advising on diocesan responses to safeguarding consultations from the Government, the National Church and other parties.

15. To advise the bishop on any circumstances where the diocese proposes to depart materially from the House of Bishops' safeguarding policies. To advise the national safeguarding team if the DSAP continues to consider that a safeguarding matter is not being dealt with properly in the diocese or other church body.

16. To adopt and adhere to a simple annual work programme for the DSAP based on its role and functions and the diocesan safeguarding strategy and review progress annually.

17. To report as requested to the Bishop's Council/Diocesan Synod and Board of finance, as required.

18. To discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the National Church's Practice Guidance on safeguarding.

### **Membership**

- Diocesan bishop and /or bishops nominated safeguarding lead
- Archdeacon - at least one and not more than two archdeacons
- Diocesan secretary/chief executive or nominated deputy
- DSA
- Senior cathedral representative
- A parish representative
- At least three and no more than eight independent members with relevant current or recent child protection or adult safeguarding experience at a senior level in a statutory, voluntary or private organisation. Three of these must be from the social care, probation and the police
- Up to three additional professionals from the diocesan staff

The chair will be appointed by the diocesan bishop, in consultation with the DSA. The bishop and DSA will consult the chair on the choice of members.

The DSAP will have discretion to advise the bishop on the appointment of additional members on a permanent or ad hoc basis having due regard to the House of Bishops' advice on membership.

Initial appointments will be for three years with an additional term of three years following a review of commitment and contribution

Appointments to the DSAP will follow the Church's Safer Recruitment Practice Guidance. All new members will have an induction organised by the DSA in consultation with the chair.

## **Chair**

The independent chair will be appointed by the bishop for a period of three years, with an additional term of three years following a review.

## **Frequency of meetings**

The DSAP will meet quarterly and more frequently if needs be.

## **Duties of Chair**

1. To agree the agenda and minutes of the DSAP, chair the meetings and monitor the follow-up actions.
2. To undertake the responsibilities of the chair as specified in the role description in line with the role and function of the DSAP.
3. To conduct meetings of the DSAP in ways which enable all members to contribute their knowledge and skills and to delineate clearly those matters which are agreed for further action and those which are being passed to the diocese for further consideration.
4. To work with the diocesan bishop, the diocesan senior leadership team and other senior officials to ensure a constructive relationship with the DSAP in the joint quest of achieving a safer Church.
5. To engage in the chairs national and regional network meeting, as required.

## **Chair specification**

The Chair should be an independent lay person (independent means neither employed by the diocese nor discharging managerial functions in the diocese) capable of ensuring that the DSAP's advisory and scrutiny functions are carried out effectively. The chair will have extensive professional safeguarding expertise in a relevant statutory, voluntary or judicial agency.