



# DIOCESAN GOVERNANCE - SYNODS, BOARDS AND COMMITTEES

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## 1. OVERALL STRUCTURE

A huge amount of diocesan life and business takes place in meetings of representatives and volunteers, known as [Synods](#), Boards and Committees. Here you will find an introduction to these groups and what they do.

These bodies are partly concerned with Governance and partly with Communication. The former are largely based on a number of statutory requirements whilst the others are created to meet the current needs of the diocese and may change from time to time. For example, the Mission Forum appears here for the first time.

The diocese is episcopally led and synodically governed.

The statutory requirements include:

1. Bishop's Council and Standing Committee (BDC)
2. Parsonages Board
3. Glebe Committee
4. Diocesan Mission and Pastoral Committee (DMPC)
5. The Truro Diocesan Board of Finance Limited (TDBF)
6. Diocesan Board of Education
7. Diocesan Advisory Committee
8. Vacancy in See Committee

Each of the detailed sections in 2 and 3 indicate where the statutory provisions can be found.

In some cases the definition of each committee is fully defined locally by the Diocesan Synod, sometimes subject to agreement or in consultation with the Church Commissioners.

### 1.1 OVERALL GOVERNANCE STRUCTURE

In order to make the day-to-day operation of the diocese effective, in this diocese the following structure has been established:

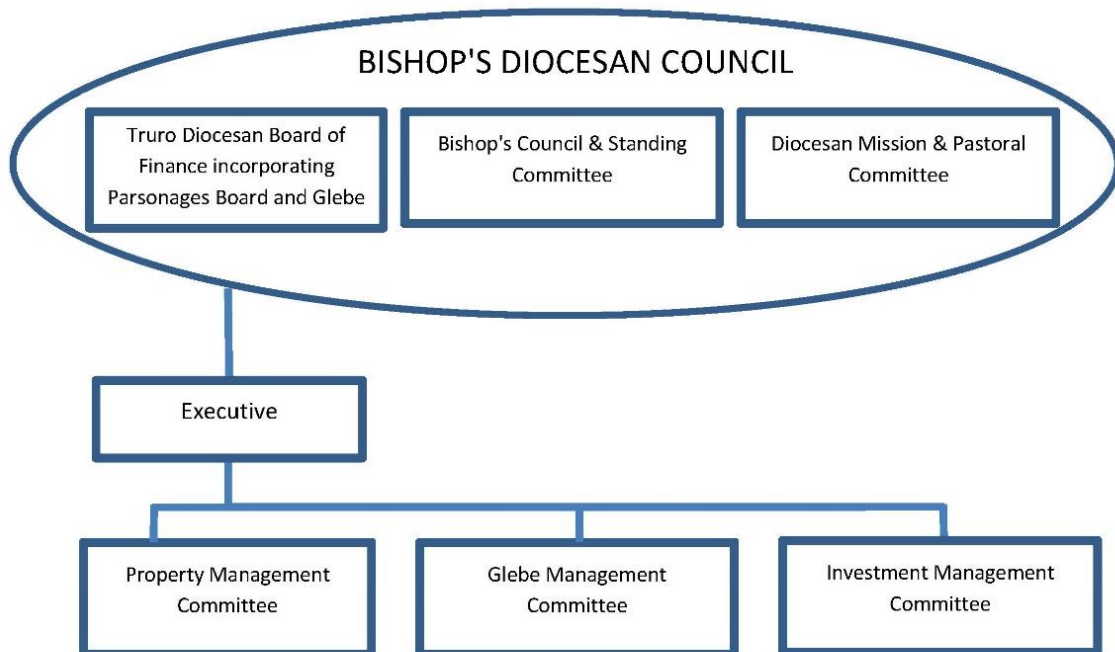
#### (1) BISHOP'S DIOCESAN COUNCIL (BDC)

A single membership (see below) fulfils the functions of several of the statutory bodies listed above, namely:

- (1) Bishop's Council and Standing Committee
- (2) Diocesan Board of Finance
- (3) Parsonages Board
- (4) Glebe Committee
- (5) Diocesan Mission and Pastoral Committee

The Diocesan Board of Finance (DBF) is a company limited by guarantee and its directors are the members of the BDC for the time being. The Diocesan Synod directly elects the chair of the DBF who is ex officio a member of the BDC and a member of the Executive. It does not meet, or function, separately and all of its responsibilities are subsumed into the BDC and Executive.

## GOVERNANCE DIAGRAM



The aim is for the BDC, acting in conjunction with the Bishop (who chairs the BDC) to provide a strategic and policy framework for the operation of the diocese. Oversight of the implementation of those policies is delegated to an Executive (see below) within an explicit set of Delegations and Authorities. In addition, specific matters may be referred to the Executive during implementation.

It is important to note that most executive powers are delegated directly to the staff of the diocese who are formally employed by the Board of Finance but in many cases with direct reporting to the bishop or other members of the Episcopal College (see below).

All staff report as employees through the Diocesan Secretary who has, amongst other matters, responsibility for all employment and other HR matters.

The BDC comprises three parts:

- Senior staff ex officio (Bishops, Dean of Truro, Archdeacons, Diocesan Secretary and Officers)
- Directly elected members
- Appointed Governors, selected on basis of composite skills

## (2) DIOCESAN EXECUTIVE (EXEC)

The Diocesan Executive acts within a set of Delegations and Authorities on behalf of the BDC relating to all of the functions of the separate five constituent statutory bodies, as indicated above. It is comprised of a Chair nominated by the Bishop, five others appointed annually by the BDC (on the nomination of the Bishop) and the Chair of the DBF. It is required to report all of its activities to the BDC within each cycle of meetings. It has established several of its own committees and exercises direct oversight of their operations. In a number of areas, practical considerations dictate that detailed decision making is effectively delegated to these committees.

In order to provide detailed and expert scrutiny of some areas of activity, the Executive may establish its own Committees and at present these comprise:

- Property Management Committee
- Glebe Management Committee
- Investment Committee

All of which report to the Executive which, in turn, reports to the BDC on matters of strategic policy significance.

### **(3) DIOCESAN BOARD OF EDUCATION (DBE)**

The DBE is structured by statute which includes specifying that the DBE reports directly to the Diocesan Synod. There are informal agreements that the DBE annually meets with the BDC to discuss matters of mutual interest.

### **(4) DIOCESAN ADVISORY COMMITTEE (DAC)**

The Diocesan Advisory Committee is principally involved in the process of granting Faculties - permissions to carry out works on Listed Buildings. Whilst these Faculties are actually granted by the Chancellor (the main legal officer of the diocese) this is normally done on the advice given by the DAC.

By Measure, the committee largely comprises people with expert knowledge or relevant interests and so is able to give very effective informal advice ahead of a formal determination of a faculty application.

### **(5) DIOCESAN BOARD OF PATRONAGE**

The Board of Patronage acts as the Patron for a number of the benefices in the diocese, often in conjunction with other Patrons. The principal functions of a Patron are to present to the Bishop a candidate to fill a vacancy of incumbent and also to be involved in the process of Pastoral Re-organisation (for example, when several parishes are joined together in a single benefice). When a benefice is 'suspended' - because further re-organisation is considered imminent - then the Patron does not present the candidate. However, the code of practice in this diocese seeks to minimise the differences between the two distinct processes.

### **(6) VACANCY IN SEE COMMITTEE**

This body is elected each triennium but only sits when there is a vacancy for Diocesan Bishop. Once that vacancy has been announced, no further additions to the committee are then permitted until after the appointment has been made (or at the next triennium election).

## **1.2 COLLABORATION**

There are a number of groups/committees (sometimes also called Practitioner Groups) that have a wider communications role and they encourage collaboration and the sharing of expertise and best practice among the churches in the diocese - and in some cases with other denominations. In general they cannot themselves take executive decisions but may oversee specific budgets.

These groups include:

- Safeguarding

- Formation Education and Discipleship (FEaD)
- Discipleship, Learning and Training sub-committee (DLT)
- Mission Forum, incorporating
  - Socially Proactive Investment Panel (SPIP) - to be formalised
  - Evangelism sub Group
  - World Church Committee
  - Environment Core Group
  - Equality & Diversity Committee

## **2 GOVERNANCE**

This document should be read in conjunction with the Standing Orders of the Truro Diocesan Synod, which should be the ruling document should there be any changes to or conflicts with this document.

### **2.1 BISHOP'S DIOCESAN COUNCIL**

#### **2.1.1 BISHOP'S COUNCIL AND STANDING COMMITTEE**

The membership of the Bishop's Council and Standing Committee, the Board of Directors of the Truro Diocesan Board of Finance, the Diocesan Mission and Pastoral Committee, the Parsonages Board and the Glebe are identical. The bodies usually meet together and when they do they are called the Bishop's Diocesan Council.

##### **(a) Functions**

- advising the Bishop on matters of concern to the Diocese and the wider Church;
- developing policy and strategy;
- subject to the directions of the Synod, transacting the business of the Synod when it is not in session

The business of the Diocesan Synod includes

- to consider matters concerning the Church of England and to make provision for such matters in relation to their diocese, and to consider and express their opinion on any other matters of religious or public interest;
- to advise the bishop on any matters on which he may consult the synod

##### **(b) Membership**

- (a) The Bishop of the Diocese
- (b) The Suffragan Bishop of the Diocese
- (c) The Dean of Truro
- (d) The Archdeacon of Cornwall
- (e) The Archdeacon of Bodmin
- (f) The Chair of the Truro Diocesan Board of Finance Limited
- (g) The Chair of the House of Clergy of the Synod
- (h) The Chair of the House of Laity of the Synod
- (i) Two members of the House of Clergy of the Synod elected from and by those members of the House of Clergy who are incumbents of or licensed to a benefice or parish in the Archdeaconry of Cornwall

- (j) Two members of the House of Clergy of the Synod elected from and by those members of the House of Clergy who are incumbents of or licensed to a benefice or parish in the Archdeaconry of Bodmin
- (k) The number of members to be elected in the case of (i) or (j) above shall be one when the Chair of the House of Clergy of the Synod is an incumbent of or licensed to a benefice or parish in that Archdeaconry
- (l) Two members of the House of Laity of the Synod elected by and from those members of the House of Laity resident in the Archdeaconry of Cornwall
- (m) Two members of the House of Laity of the Synod elected by and from those members of the House of Laity resident in the Archdeaconry of Bodmin
- (n) The number of members to be elected in the case of (l) or (m) shall be one when the Chair of the House of Laity of the Synod is resident in that Archdeaconry
- (o) Six Governors elected by the Board of Directors of the Truro Diocesan Board of Finance Limited after nomination by the Bishop of the Diocese

### **Observers**

Representatives of:

- (a) The Cornwall Methodist District
- (b) The Roman Catholic Diocese of Plymouth
- (c) Such other ecumenical partners as the BDC from time to time shall agree

Observers are encouraged to participate fully, but may not vote.

## **2.1.2 DIOCESAN BOARD OF FINANCE LTD**

### **(a) Terms of Reference**

The Truro Diocesan Board of Finance Ltd is a company limited by guarantee (No49825) and a registered charity (No248330). Its registered address is Church House, Woodlands Court, Truro Business Park, Threemilestone, Truro TR4 9NH.

The DBF's objects are set down in its Articles of Association as follows:

To promote and assist the work, objects and purposes of the Church of England for the advancement of the Christian religion in the Diocese of Truro and in particular to organise and provide funds in aid of the work of the Church including:

- (i) Training for ministry.
- (ii) Maintenance and financial support and assistance of ministry.
- (iii) Provision of pensions for the clergy and for lay workers.
- (iv) Provision of sites for, and the erection, equipment, improvement, endowment, maintenance and repair of church buildings, mission rooms, church halls, church houses, parsonage houses, hostels, clergy houses, institutes, halls, refuges, clubs, houses and any other buildings, whether temporary or otherwise, to be used for or in connection with any of the objects of the company.
- (v) Religious education in all its branches, including the provision of sites for and the building, equipment, improvement and repair of Church of England schools and colleges.
- (vi) Provision of expenses of Diocesan and central organisation.

(vii) Such other objects and purposes as from time to time may be expedient for the better carrying forward of the church's work ...

**(b) Membership**

- Its members are the members of the Diocesan Synod
- Its directors are the members of the Bishop's Council and Standing Committee for the time being.

**(c) Powers**

These are set out in the Articles of Association.

### **2.1.3 PARSONAGES BOARD**

The activities of the Parsonages Board are governed by the Parsonages Measure 1938 and the Repair of Benefice Buildings Measure 1972

#### **SCHEME UNDER THE REPAIR OF BENEFICE BUILDINGS MEASURE 1972, SECTION 1**

- 1 This scheme replaces the scheme dated 16<sup>th</sup> May 1972 (Diocesan Synod May, 2015).
- 2 The Truro Diocesan Board of Finance ('the Board') is designated as the Board for the purposes of the Repair of Benefice Buildings Measure 1972.
- 3 The Board shall appoint such fit person to be the Senior Property Manager such terms as the Board shall think fit.
- 4 The Board's functions shall be delegated to a committee or committees of the Board and regard shall be had in prescribing the membership of the committee or committees (which may include persons other than members of the Board) to the need for adequate representation of the clergy and laity.

Its members are the members of the Bishop's Council and Standing Committee for the time being.

### **2.1.4 GLEBE**

Glebe activities are governed by the Endowments and Glebe Measure 1976 and the Repair of Benefice Buildings Measure 1972.

#### **SCHEME UNDER THE ENDOWMENT AND GLEBE MEASURE 1976, SECTION 19**

- 1 This scheme replaces a scheme dated 21<sup>st</sup> February 1977 and has been approved by the Church Commissioners (Diocesan Synod May 2015).
- 2 The diocesan glebe land of the Diocese shall be managed by the Truro Diocesan Board of Finance Ltd ('the Board') and any committee or committees appointed by the Board for that purpose.
- 3 The expenses of managing the glebe land shall be met from the receipts in respect of the land or in such other ways as the Board may decide.
- 4 The Board may appoint as managing agent a suitably qualified individual,

partnership or company on such terms as the Board may decide.

Its members are the members of the Bishop's Council and Standing Committee for the time being.

### **2.1.5 DIOCESAN MISSION AND PASTORAL COMMITTEE (DMPC) CONSTITUTION OF THE MISSION AND THE PASTORAL COMMITTEE PURSUANT TO THE MISSION AND PASTORAL MEASURE 2011, SECTION 2 AND SCHEDULE 1**

- 1 There shall be a person to be known as 'the Chair'.
- 2 The Bishop, if he so wishes, may be the Chair.
- 3 Unless the Bishop is the Chair, the Chair shall be appointed by the Bishop.
- 4 The members of the committee shall be members of the Bishop's Council and Standing Committee from time to time.

The activities of the DMPC are set out in the Dioceses, Pastoral and Mission Measure 2007. This measure brought together the responsibilities of the former Diocesan Pastoral Committee and the Redundant Churches Committee.

#### **(a) Terms of Reference**

- (1) In carrying out any of its functions the mission and pastoral committee shall, without prejudice to section 1 above, 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) below, 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) above 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 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 or a redundant churches uses committee of a diocese by or under the 1983 Measure or any other 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.

Its members are the members of the Bishop's Council and Standing Committee for the time being.

### **THERE IS ALSO A SEPARATE MISSION AND PASTORAL COMMITTEE FOR EACH OF THE ARCHDEACONRIES:**

#### **(a) Terms of Reference**

- (i) To offer advice out of a local context to the Diocesan Mission and Pastoral Committee
- (ii) To perform such tasks as are delegated to it by the Diocesan Mission and Pastoral Committee

#### **(b) Membership**

The Archdeacon of the Archdeaconry (who shall report to the Diocesan Mission and Pastoral Committee)

The Rural Deans and Lay Chairs of the Archdeaconry

Such other members of the Diocesan Mission and Pastoral Committee as that committee directs.

### **2.1.6 CHURCHES USES COMMITTEE**

Although the Diocesan, Pastoral and Mission Measure 2007 incorporated the former Redundant Churches Committee into the new Diocesan Mission and Pastoral Committee, it has been considered appropriate to continue with a specialist committee to provide specific advice regarding the uses of church buildings, especially in the cases of those buildings which have been determined as no longer needed as churches. In the meantime DMPC still holds overall responsibility.

#### **(a) Terms of Reference**

- (i) To maintain an overview of matters relating to church buildings in the diocese and their use;
- (ii) To provide guidance to parishes on the use of church buildings for wider community purposes.
- (iii) To advise the Diocesan Mission and Pastoral Committee about proposals for the wider community use of specific church buildings.
- (iv) In the case of listed buildings or buildings in a conservation area, which are proposed or have been closed for regular public worship, to make every endeavour to find a suitable alternative use;
- (v) In the case of any other such buildings which are proposed or have been closed for regular public worship, 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.
- (vi) To perform such tasks as are delegated to it by the BDC acting as the Diocesan Mission and Pastoral Committee.

#### **(b) Membership**

- Chairman (appointed by the Bishop)
- The Archdeacons of Bodmin and Cornwall
- The Social Responsibility Officer
- A member of the DAC
- The Diocesan Secretary
- Up to 2 Co-opted members (lay or ordained)

#### **In attendance**

The Pastoral Schemes Officer who shall be Secretary.

## **2.2 EXECUTIVE**

The Board of Directors of the Truro Diocesan Board of Finance has formed a committee consisting of the Chair of the Board and up to six Governors appointed by the Board of Directors on the nomination of the Bishop and has delegated to it such of its powers and responsibilities as it thinks necessary from time to time.

This body is called the Executive and its remit is to ensure the effective day to day management of the affairs of the Diocese. The Board of Directors of the Truro Diocesan Board of Finance Limited have set this up as a committee comprising the Chair of the Board of Finance and up to six Governors, people elected by the Board of Directors on the nomination of the Bishop who have the appropriate skills and experience. The Board of Directors will delegate to the Executive such powers and responsibilities as it thinks necessary for the Executive to carry out its functions and these will change from time to time.

- The membership of the Executive shall consist of the chair of the Truro Diocesan Board of Finance Limited and up to six others (known as Governors).
- A Governor will be nominated by the Bishop after taking advice from an Appointments Panel established by him or her to find people with the appropriate experience, skill and knowledge. A person so nominated as Governor may be elected by the Board.
- A Governor shall serve for a term of one year and may be nominated and elected for a further term or term of one year.
- The Board of Directors will, on the nomination of the Bishop, elect one of the Governors as the Chair of the Executive who will serve for their term as Governor.
- A Governor shall be a member of the Bishop's Council and Standing Committee for the term of their appointment in accordance with Standing Order 41 (o) of the Standing Orders of the Truro Diocesan Synod.
- The Board delegates to the Executive the authority of the Board to act in matters set out in the a Delegations and Authorities document, provided that at every meeting of the Board all acts and proceedings of the Executive that have occurred since the previous meeting of the Board shall be reported to the Board.

The Executive may from time to time establish such committees as it deems appropriate to provide appropriate governance, especially in areas where expert knowledge is important. At present the following three management committees have been formed.

## **2.2.1 CONDITIONS OF SERVICE GROUP**

### **(a) Terms of Reference**

#### **Introduction**

The Board of Directors of the Diocesan Board of Finance, sitting as Bishop's Diocesan Council is responsible for considering annual cost of living increases to base pay for both clergy (stipends) and lay staff employed by the Truro Diocesan Board of Finance.

The Diocesan Secretary, the Diocesan Director of Education and Director for Ministry currently occupy their posts as Bishop's appointments.

The recommendation therefore is that a Conditions of Service Group is formed as a sub group of the Bishop's Diocesan Council with specific aims.

#### **Purpose**

The Conditions of Service Group, shall ensure that the remuneration arrangements support the strategic aims of the Diocese of Truro and enable

the recruitment, motivation and retention of Senior Staff while also complying with the requirements of regulation.

Under delegated authority from the Bishop's Diocesan Council (BDC), this group will have responsibility for setting remuneration for all senior staff<sup>1</sup> including pension rights and any compensation payments. The Group should also recommend and monitor the level and structure for senior management.

It shall also:

1. Have responsibility for overseeing the administration of the pay policy for all Senior Staff including the Diocesan Secretary, the Director of Education & Discipleship, the Director for Schools, the Director for Ministry and the Director of Finance and Assets;
2. Evaluate overall pay and benefits for senior staff and authorise through delegated powers from the BDC for changes to pay.
3. Recommend and monitor the level of structure of remuneration for senior staff.
4. Review and have regard to pay and employment conditions across the organisation when setting remuneration policy for senior staff, especially with respect to determining annual salary increases.
5. The final decision on pay matters rests with the Conditions of Service Group.
6. Review the on-going appropriateness and relevance of the remuneration policy.
7. Obtain reliable up-to-date information about remuneration in other organisations of comparable scale.
8. Be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any HR consultants to advise the committee.
9. Ensure that contractual terms on termination, and any payments made, are fair to the individual and the organisation, that failure is not rewarded and that the duty to mitigate loss is fully recognised.
10. Oversee major changes in employee benefit structures throughout the organisation
11. Agree any changes carrying a material financial implication to employment policies.
12. Scrutinise and approve the diocesan expenses policy prepared by the Diocesan Secretary.

#### **(a) Procedure**

The Conditions of Service Group shall meet at least once a year. Papers will be sent out one week in advance. The Bishop's Diocesan Council (Diocesan Board of Finance) shall receive updates from these meetings.

The meeting shall be quorate when the Bishop and three members, of whom at least two shall be on the Diocesan Board of Finance, are present. Apologies for the meeting should be sent and accepted in advance. Members absent for three consecutive meetings without such apologies shall be deemed to have resigned.

#### **(b) Membership**

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<sup>1</sup> Diocesan Secretary, the Diocesan Director of Education, the Director for Schools, the Director for Ministry and the Director of Finance and Assets

The Diocesan Bishop is the Chair. The Bishop shall nominate members on the basis of relevant and up-to-date expertise, for approval by the Bishop's Diocesan Council.

Members shall normally include:

- The Chair of the Diocesan Board of Finance
- Two members of the Diocesan Board of Finance
- Up to two independent specialists in HR and remuneration nominated by the Executive and appointed on a three yearly basis.

The Diocesan Secretary is the secretary to the meeting, withdrawing when appropriate.

Members are appointed every three years. Elected members of the Bishop's Diocesan Council cease to be eligible for appointment to the Conditions of Service Group if they resign as trustees.

The structure and operation of the Conditions of Service Group to be reviewed after one year.

### **(c) Legalities**

Although there is no requirement for a diocese to have a committee that deals with lay staff pay and policy matters, this reflects best practice and good governance.

## **2.2.2 PROPERTY MANAGEMENT COMMITTEE**

The Committee is accountable to the Executive

### **(a) Terms of Reference**

The sub-committee of the Executive shall, within the authority delegated by the BDC, be responsible for all the functions of the TDBF relating both to parsonage houses and the DBF's property (other than Glebe or property held purely as an investment).

Its activities are governed by the Parsonages Measure 1938 and the Repair of Benefice Buildings Measure 1972. The roles and responsibilities include, but are not limited to:

- ensuring that the Board meets its statutory duty to carry out repairs
- ensuring that unsuitable houses are replaced where possible
- improving properties where appropriate
- realising development potential of sites
- selling houses no longer required
- liaising with the Glebe Committee to ensure that the combined value of adjacent sites is maximised
- letting houses during vacancies where appropriate
- providing new houses where required

The Committee also deals with the Board's own properties. It meets about 11 times a year.

It shall report at least quarterly to the Executive on performance against plans.

## **(b) Membership**

### **Appointed by the Executive**

- Chair of the Property Management Committee appointed by the Bishop's Diocesan Council, on the formal advice of the Diocesan Bishop, assisted by an Appointments Panel (who will not directly be a member of the Executive).
- Archdeacons
- Chair DBF
- 1 Governor (member of the Executive) with property management expertise
- Up to two others appointed by the Executive on the basis of their expertise, one of whom should be a clergy house occupier.

### **In attendance**

- The property management agent acting as meeting secretary (who shall not be a member)
- Director of Finance and Assets (who shall not be a member)

## **2.2.3 GLEBE MANAGEMENT COMMITTEE**

The Committee is accountable to the Executive

### **(a) Terms of Reference and Role of the Glebe Management Committee**

The sub-committee of the Executive shall, within the authority delegated by the Executive, be responsible for all the functions of the TDBF relating to the Glebe estate, which makes a significant contribution to the diocesan income available to meet stipends. This includes but is not limited to:

- (i) To maximise Glebe Land Rental
- (ii) To keep up to date the Glebe Land Register
- (iii) To identify potential Glebe Land Development and prepare reports to the Executive/ Investment Group
- (iv) To maintain the Glebe Land and maximise the overall potential
- (v) To liaise with the Property Management Committee to ensure that the combined value of adjacent sites is maximised

Its activities are governed by the Endowments and Glebe Measure 1976 and the Repair of Benefice Buildings Measure 1972. It shall report at least quarterly to the Executive on performance against plans.

**Matters of detail are set out in the Glebe Guidance in the Diocesan Handbook**

## **(b) Membership**

### **Appointed by the Executive**

- Chair of the Glebe Management Committee appointed by the Executive (who will not directly be a member of the Executive).
- Archdeacons
- Chair DBF
- One Governor (member of the Executive) with land management experience
- Up to two others appointed by the Executive on the basis of their expertise.

- The member of the Executive who holds the Investment Portfolio

**In attendance**

- The Glebe Management Agent (who shall be Secretary, but who shall not be a member)
- The Glebe Admin Assistant (who shall not be a member)
- The Diocesan Director of Finance and Assets (who shall not be a member)

## **2.2.4 INVESTMENT MANAGEMENT COMMITTEE**

The Committee is accountable to the Executive.

**(a) Terms of Reference**

An Executive sub-committee reporting to the Executive. Principally:-

- (i) To implement the policy and strategy set by the Executive
- (ii) To monitor the performance and continuing suitability of the Board of Finance's investments
- (iii) To make such generic and specific changes to portfolios as after advice it shall think fit subject to any specific constraints placed on it by the Executive
- (iv) To obtain at the end of each Triennium and at other times as thought necessary a comprehensive independent assessment of the Board's investment portfolio from a professional adviser authorised and regulated by the Financial Conduct Authority.

It shall report at least quarterly to the Executive on performance against plans.

**(b) Membership**

**Appointed by the Executive**

- Chair of the Investment Management Committee, appointed by the Executive (who will not directly be a member of the Executive).
- Chair DBF
- One Governor (member of the Executive) with investment expertise
- Up to two others appointed by the Executive on the basis of their expertise

**Co-options**

The Committee may, with the permission of the Executive, co-opt advisers as non-voting members

**In attendance**

The Diocesan Director of Finance and Assets (who shall be Secretary)

## **3 OTHER STATUTORY COMMITTEES**

### **3.1 DIOCESAN ADVISORY COMMITTEE**

#### **(a) Terms of Reference**

The functions of the Diocesan Advisory Committee are set out in the Care of Churches Ecclesiastical Jurisdiction Measure 1991. Principally:-

- (i) to act as an advisory body on matters affecting places of worship in the diocese and in particular to advise the Bishop, Chancellor, Archdeacons, PCCs and any applicants for faculties on related matters including: the granting of faculties; the architecture, archaeology, art and history of the place of worship; the use, care, planning and design of places of worship including redundancy; and the use and care of the churches, their contents, and churchyards and burial grounds
- (ii) to review and assess the risk to materials, or of loss to archaeological or historic remains or records, arising from any proposals relating to petitions for faculties
- (iii) to develop and maintain a repository of records for all proposals to alter, conserve and repair

The DAC also offers advice on the care of flora and fauna in churches, churchyards and burial grounds, and associated legislation. And serves to approve the appointments of all quinquennial inspectors for the care and conservation of church buildings.

Faculty Jurisdiction Procedure is contained in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, and the Faculty Jurisdiction Rules 2000.

The DAC shall prepare a report annually to the Diocesan Synod and to the BDC.

Matters of detail are set out in the Guidance on Churches and Churchyards and on Faculties within the Diocesan Handbook.

#### **(b) Membership**

Membership is set out in Schedule 1 of the 1991 Measure:

##### **Ex Officio**

The committee shall consist of a chairman, the archdeacons of the diocese and not less than twelve other members.

The chairman shall be appointed by the bishop of the diocese after consultation with the BDC, the chancellor and the Council for the Care of Churches.

##### **Elected by the BDC**

Two persons appointed by the BDC (lay or ordained) from among the elected members of the diocesan synod of the diocese;

Not less than 10 other persons (lay or ordained) of whom

One shall be appointed after consultation with Historic England

One shall be appointed after consultation with Cornwall Council

One shall be appointed after consultation with the Joint Committee of the National Amenity Societies



In making these appointments the BDC shall ensure that the persons elected have, between them:

- (i) Knowledge of the history, development and use of church buildings
- (ii) Knowledge of the Church of England liturgy and worship
- (iii) Knowledge of architecture, archaeology, art and history
- (iv) Experience of the care of historic buildings and their contents

It is also required to include of a person/persons with a knowledge of flora and fauna.

#### **Co-options**

With the consent of the Bishop, the Committee may from time to time co-opt such persons (lay or ordained) (not exceeding 1/3rd of the total number of other members) as it thinks fit.

#### **Consultants**

The Bishop may appoint suitably qualified persons to act as consultants to the Committee if the Committee requests him so to do.

#### **Secretary**

The DAC Secretary (who shall be appointed by the Bishop after consultation with the Chairman of the DAC and Diocesan Secretary) shall not be a member.

## **Y.3.2            DIOCESAN BOARD OF EDUCATION**

### **(a) Membership**

- Diocesan bishop
- 1 Archdeacon or suffragan bishop
- 1 bishop's nominee
- 5 elected by synod, worshipping, working or living in the diocese, at least one clergy licensed or beneficed in the diocese. Do not themselves need to be members of diocesan synod.
- 3 co-opted members, two with knowledge of church schools in the diocese.

### **(b) Recruitment and Skills**

Officers are to be active in recruiting members on behalf of synod according to a protocol agreed with the Bishops Diocesan Council.

Recruitment will be “open” in that vacancies would be published with other synodical elections; potential candidates would be encouraged to match skills, and to discuss their candidacy with officers and the chair or vice chair of the board.

Officers will also approach potential candidates in consultation with the chair and vice chair of the board, matching skills and encouraging them to discuss their candidacy with the chair or vice chair. The aim is to form a balanced board that was effective and was credible in the wider education community.

The focus of recruitment would relate to a published skills requirement, provisionally:

- An understanding of current national education policy and the local education context
- Commitment to the Church of England and Diocese of Truro vision and ethos
- Experience of strategic planning and applying this to set and preserve the culture of the organisation
- Ability to question and challenge, working as part of a team to identify viable options through collective decision making
- Ability to work in a professional manner, avoiding conflicts, acting with transparency and integrity
- Experience of providing challenge on strategies for monitoring and improving
- Ability to speak up when concerned or to clarify understanding

For the election process, Synod members would be provided with a summary that matched potential members to the skills requirement.

Whilst membership of the core Board would remain small, working groups or other panels could be recruited for specific tasks.

### **3.3 DIOCESAN BOARD OF PATRONAGE**

#### **(a) Terms of Reference**

The functions of the Diocesan Board of Patronage are set out in the Patronage (Benefices) Measure 1986. Principally:-

- (i) To acquire, hold and transfer any right of patronage
- (ii) To exercise any right of presentation

#### **(b) Membership**

Membership is set out in Schedule 3 of the 1986 Measure

##### **Ex Officio**

The Bishop (The Bishop may appoint the Suffragan as his alternate)

The Archdeacon of the Archdeaconry who shall hold the Patronage portfolio for his Archdeaconry on the BDC.

The Rural Dean of the Rural Deanery

##### **Elected by the relevant Houses of Diocesan Synod**

3 ordained elected members of Diocesan Synod/DBF

5 lay elected members of Diocesan Synod/DBF

Elections which are by single transferable vote are for 6 years (beginning 2021).

### **3.4 VACANCY IN SEE COMMITTEE**

### **(a) Terms of Reference**

The functions of the Vacancy in See Committee are set out in the Vacancy in See Committee Regulations 1993.

- (i) The Committee shall prepare a statement setting out the needs of the Diocese, and shall provide such factual information about the Diocese and its organisation as may be requested by the Crown Appointments Commission of the General Synod. The statement agreed by the Committee shall be sent by the Secretary of the Committee to the Secretary of the Crown Appointments Commission.
- (ii) The Committee shall elect by ballot four of its members to be members of the Crown Appointments Commission in conjunction with the discharge by the Commission of its function in relation to the vacancy of the Diocesan Bishopric. Such election shall normally be taken as the final business of the Committee.

### **(b) Membership**

Membership is set out in Section 1 of the 1993 Regulations

#### **Ex Officio members**

The Suffragan Bishop

The Dean (or if he is unable to serve, a Residential Canon of the Cathedral appointed by the Dean and Residentiary Canons)

The Archdeacons

The Proctors elected by the Diocese to the Lower House of Convocation

The Members elected by the Diocese to the House of Laity of the General Synod

The Chairman of the House of Clergy

The Chairman of the House of Laity

#### **Elected Members**

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.

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.

The number to be elected members 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;
- (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
- (iii) the number of members of the Committee is not less than 21 and shall not otherwise exceed two clerks in Holy Orders and two actual communicant lay persons.

## 4 COLLABORATION

### 4.1 FORMATION, EDUCATION AND DISCIPLESHIP COMMITTEE (FEaD)

#### (a) Terms of Reference

- (i) to work within the Diocesan aim to discover God's kingdom and grow the church
- (ii) to seek to provide coordinated and cooperative work across the Diocese to ensure:
  - (a) appropriate provision for the formation and on-going development of all authorised ministers
  - (b) appropriate provision for the formation and development of all disciples of Christ

This collegial body will hold the overarching picture of these areas of work in the Diocese, being a strategic body, and will enable projects to develop across departments. Mutual accountability will enhance a continuing accountability to Bishops Diocesan Council.

#### (b) Membership

The Chair to be appointed by the Diocesan Bishop.

##### **Ex officio members:**

Lead person for AMD

Lead person for Discipleship

Director of Ministry

Director of the Diocesan Board of Education (who will inter alia represent the interests of the Board of Education, and liaise with FEaD)

Director of Ordinands

Director of Reader Training

##### **Co-opted members:**

SWMTC Representative for Cornwall

Canon Chancellor (theology & education)

##### **Ecumenical post-holders invited as observers:**

Methodist District Training Officer

URC Education & learning Enabler

##### **Co-opted**

Other members (lay or ordained) with relevant skills and gifts, as approved by the BDC.

Maximum number of members to be not more than 12.

Elected and co-opted members to be appointed for each triennium or part thereof.

##### **Officers (who shall not be members)**

Minutes Secretary.

##### **Accountability**

FEaD shall report to the BDC at least annually.

FEaD shall propose a budget to cover all aspects of its work (except for statutory elements of the Diocesan Board of Education).

## Sub Committee of FEaD

### 4.1.1 Discipleship, Learning and Training sub-committee (DLT)

#### (a) Terms of Reference

- (i) DLT is a sub-committee of FEaD, and should report to FEaD.
- (ii) To have oversight of, and provide critical feedback regarding provision of, lay discipleship, learning and training in the Diocese.
- (iii) The Discipleship Staff Team to report to DLT on a termly basis, prior to each meeting.

#### (b) Membership

Chair: Archdeacon of Bodmin or Director of Discipleship

Secretary: Discipleship Project Officer

Members:

- Up to 3 members of Cornwall Archdeaconry
- Up to 3 members of Bodmin Archdeaconry
- BDC representative

## 4.2 MISSION FORUM

The Mission Forum seeks to encompass and draw together the groups, practitioners, officers and Church House staff who are currently engaged in the various strands of Mission activity.

### Membership

- The Archdeacon of Cornwall (Chair)
- The Social Responsibility Officer
- The Environment officer
- The Rural Link Officer
- Head of Church Growth Development
- Parish Support Advisers
- A representative from each of the sub groups listed below
- A representative from Transformation Cornwall
- Ecumenical representative/ an Ecumenical officer
- University Chaplain

The Mission Forum will act as:

- a forum for mutual understanding, encouragement and challenge
- the body to which the component groups and committees report
- the reporting body on behalf of Mission to the BDC.
- the “department” for Mission with relation to budget-setting and monitoring
- a forum for hearing, discussing and responding to a variety of mission issues e.g. through visiting speakers etc.

### Meetings

The Mission Forum will meet quarterly.

The meetings to include:

- receiving written and/or verbal reports from the constituent members, highlighting one or two different areas at each meeting
- the opportunity to hear/respond to a visiting speaker or video or other presentation
- the agreement and working through of one or two collaborative pieces of work to be “owned” by the Forum. For example, the Environment Strategy.
- reflection and work on the Mission elements of “Confidence in the Gospel”, the Diocesan Development Plan.
- If appropriate, the opportunity to break into separate committees/interest groups for the final part of the meeting

Each sub group will:

- normally meet between each Mission Forum meeting; and
- produce a report to each meeting of the Mission Forum about its work

### **Reporting**

A full Mission report will be made to the BDC following each Mission Forum meeting.

## **Sub Groups of the Mission Forum**

### **4.2.1 Socially Proactive Investment Panel (SPIP)**

*(Please note that this subgroup is in development)*

SPIP is a sub group of the Mission Forum.

The Truro Diocesan Board of Finance (TDBF) holds various assets which are invested either in cash deposits and equities, largely via CCLA (Churches Charities and Local Authorities) and some in property. The latter falls into two parts: housing (mainly parsonages), and the Glebe Estate. Apart from the property which is necessary for the operation of the ministry for which the Board is financially responsible, the other assets yield a return which reduces the amount of the costs which the PCCs are asked to support via the MMF Call.

The Directors of the Board have a duty to make best use of these assets. Historically this duty has been interpreted as meaning obtaining maximum return, at low risk circumscribed only by an ethical investment policy, derived from that used nationally.

#### **(a) Terms of Reference**

The role of SPIP is to determine ways in which the duty of obtaining maximum return could be widened to take into account Kingdom Values, in a broad sense.

“Kingdom Values” are characteristics of the Kingdom of God, those qualities and norms that will prevail eternally in heaven, but that the Church aspires to live out now on earth. These values can on occasion stand contrary to the characteristics of human cultures. “Kingdom values” will include individual characteristics and virtues such as faith, thankfulness, hope, selflessness, and humility as well as societal goods such as justice, peace, the integrity of creation and arguably a “bias to the poor”.

## **(b) Membership, meetings and reporting**

The Chairman (appointed by the Executive)  
A member of the Executive.

### **Composition of the panel and other details**

The panel shall be composed of interested and concerned members of the churches in Cornwall who respect and seek to positively respond to the terms of reference. Other members may include individuals co-opted for specialist knowledge, experience, or interest.

The Panel shall meet quarterly and the Chair shall be responsible for setting the agenda.

Decision making processes:

- Investment decisions: Investment Committee->Executive->BDC (with SPIP able to make proposals to Investment Committee)
- Capital Projects: SPIP->Executive->BDC
- Grants: Grants Panel->Executive->BDC with SPIP mandatory input on grant monies released via the Kingdom Value Fund (KVF)
- In each case, normal rules for delegated powers and escalation will apply.

### **Reporting**

A full report will be made to the Executive and then BDC following each panel meeting.

## **4.2.2 Evangelism Sub Group**

The Evangelism Group is a sub group of the Mission Forum.

### **(a) Terms of Reference**

- (i) To coordinate initiatives across the diocese to promote evangelism
- (ii) To respond to initiatives relating to evangelism and mission from the national church on behalf of the Diocese as directed by the Executive
- (iii) To provide training for diocesan initiatives in evangelism and mission
- (iv) To engage in theological study and reflection on evangelism and mission on behalf of the diocese
- (v) To report on its work regularly to the BDC (DMPC)
- (vi) Subject to the Diocesan Budget, to agree an annual budget for the Evangelism Group with the Executive (DMPC) after consultation with the chairman of the group
- (vii) Administrative resources for the Evangelism Group will be provided by the Secretariat at Church House

### **(b) Membership**

The chairman is appointed by the Bishop.

Further members, agreed by the Mission Forum to include the Social Responsibility Officer, a member of the Cathedral Chapter, a representative from each archdeaconry and an ecumenical representative.

Members may also be co-opted for specialist knowledge, experience, or interest with the agreement of the Mission Forum.

### 4.2.3 World Church Committee

The World Church Committee is a sub group of the Mission Forum

#### (a) Terms of Reference

- (i) To encourage and inspire the Diocese of Truro to be a vibrant part of the World Wide Church, including maintaining links with mission societies.
- (ii) To actively promote and manage our formal Diocesan links with other churches across the world in Discovering God's Kingdom.
- (iii) To encourage parishes to respond to human needs in other parts of the world through prayer, giving and personal contact.
- (iv) To actively manage the financial resources of the World Church Committee including negotiation of an annual budget with the Diocesan Board of Finance.
- (v) To receive reports from interested parties and beneficiaries.
- (vi) To consider all relevant applications for support for work approved by the committee.

#### (b) Membership

##### Ex Officio

The Chairman (appointed by the Bishop)

A member of the Episcopal College

Further members, agreed by the Mission Forum to include one to be appointed to act as Treasurer.

### 4.2.4 Environment Core Group (ECG)

The Environment Core Group is a sub group of the Mission Forum.

#### (a) Terms of Reference

- (i) To manage the creation of an Environmental Strategy and Action Plan for the diocese with milestones in a timescale determined by the targets in Shrinking the Footprint, the Church of England's national environmental campaign. This includes:
  - consulting, and co-ordinating the formation of the Strategy and Plan, with diocesan departments and committees.
  - gaining the approval of BDC and Diocesan Synod for these and the authority to implement the Action Plan subject to detailed approval by the Executive;
  - ensuring the management and implementation of the Strategy;
  - monitoring and reporting on the progress of the Action Plan;
  - reporting to the Executive;
- (ii) To review the Environment Policy in the light of the development of the strategy and action plan and seeking renewed approval of Diocesan Synod for any proposed change;
- (iii) To seek the necessary financial and human resources from the BDC to do this work;
- (iv) To liaise with other bodies outside the Diocesan structure on related matters



- (v) To communicate and develop publicity material to promote this work across the diocese and beyond.

**(b) Membership, meetings and reporting**

**Ex Officio**

The Chairman (appointed by the Bishop)  
A member of the Episcopal College.

**Membership**

Further members, agreed by the Mission Forum to include the Social Responsibility Officer, a member of the Cathedral Chapter, a representative from each archdeaconry and an ecumenical representative.

Members may also be co-opted for specialist knowledge, experience, or interest with the agreement of the Mission Forum.

#### **4.2.5 Equality and Diversity Committee**

The Equality and Diversity Committee is a sub group of the Mission Forum and incorporates disability issues.

**(a) Terms of Reference**

- (i) To actively promote within the life of the churches in Cornwall the principles and practices of equality and diversity as they inform our faith and some of the challenges and opportunities that might arise for our lives as individual Christians and ecclesial communities.
- (ii) The benchmark for definitions of equality and diversity will be the Equality Act 2010 and the nine protected characteristics which now have replaced all anti-discrimination legislation including the Disability Discrimination Act 1995.
- (iii) To act as a forum for Christian theologies of equality and diversity that deepen, enhance or act as complementary models to the Equality Act, recognising the particular contribution theology and faith can make.
- (iv) When individual Christians or Churches act as providers of goods and services under the definition of the Act, they are required to act according to the definitions of the Act in terms of the protected characteristics. Therefore, the Committee offers guidance and information to Churches, excluding legal advice.

**Specific tasks of the Committee**

- To support the Equality and Diversity Adviser in her/his work in promoting the issues of equality and diversity throughout the Churches and amongst their senior members.
- To enable Churches to be more aware of the existence of the Single Equality Act 2010 and how equality, diversity, and discrimination is defined by it.
- To act as an information resource and a provider of guidance and to deal with questions from churches pertaining to the Single Equality Act 2010.
- To continue to promote and encourage Churches to adhere to the 'reasonable adjustments' criteria as they specifically apply to the protected characteristic of disability under the Single Equality Act 2010.

To continue the previous responsibilities for disability and the Church as established by the Diocesan Disability Awareness Committee.

- To actively promote the role of Religion and Belief in the lives of our communities and to help remind public bodies of Religion and Belief as one of the nine protected characteristics.
- To raise concerns about any behaviour by Churches that may undermine the values of equality and diversity or be responsible for discrimination. The values of sensitivity and a spirit of dialogue in this regard to be a priority.
- To act as an open, trusting forum for exploring theological understandings of 'being human' in the presence of God and each other and to honestly acknowledge and respect difference in the spirit of diversity, both amongst the churches, other faith communities, and the world in which we live.
- Annual review in the light of work undertaken and engagement with churches and faith communities.

#### **(b) Membership, meetings and reporting**

As agreed by the Mission Forum, the committee shall be composed of interested and concerned members of the churches in Cornwall who respect and seek to positively respond to the terms of reference. Members may also be co-opted for specialist knowledge, experience, or interest with the agreement of the Mission Forum. It is currently a joint Anglican/Methodist group.

The Committee shall meet quarterly and the Chair shall be responsible for setting the agenda.

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

This committee covers both children and vulnerable adults.

#### **(a) Terms of Reference**

##### **Independent Chair**

The Chair shall be appointed by the Bishop of Truro after an interview by a selected panel.

##### **Frequency of Meetings**

The DSAP shall meet once a quarter.

##### **Role & Functions**

The DSAP is a strategic advisory body, whose functions are:

- To provide a source of independent expertise and advice on any safeguarding matters and to satisfy itself that there are robust and safe processes and systems in place throughout the Diocese of Truro for safeguarding children and vulnerable adults from abuse.
- To advise on and review content of diocesan safeguarding policies, paying particular regard to Church of England policies and practice guidance.
- To consider policy and practice issues in relation to safeguarding which arise within the Diocese and recommend action as appropriate.

- To review, adopt, and make recommendations on training programmes and, where necessary, lead the development of training.
- To consider matters referred by the Diocesan Safeguarding Officer
- To consider any additional matters relating to safeguarding which may be referred by agreement between the Diocesan Bishop/Diocesan Secretary and the Chair.
- To report quarterly to the Bishop's Diocesan Council/Trustees of the TDBF.
- To determine when a case review is required; to agree the Terms of Reference; to nominate a member to act as liaison for any independent reviewer or review team; and to ensure any policy or practice issue emerging from the review is appropriately addressed in consultation with the Bishop.
- To appoint a subgroup to include the Chair, the DSO, the LADO (Local Authority Designated Officer) and police to review casework which will require interagency input and to determine if a case review is required

**The Diocesan Safeguarding Advisory Panel works in collaboration with the Methodist Church Safeguarding team in Cornwall.**

**(b) Membership**

- Diocesan Bishop or his nominated safeguarding lead
- An Archdeacon
- Diocesan Secretary or nominated deputy
- Diocesan Safeguarding Advisor
- A senior cathedral representative
- A parish representative
- At least 4 and no more than 8 independent members with relevant current or recent child or adult safeguarding experience at a senior level in a statutory, voluntary or a private organisation
- Up to three additional professionals from the Diocesan staff such as Human Resources, Diocesan Communication Officer.

The DSAP has the discretion to invite additional members on a permanent or an ad hoc basis. The Diocesan Safeguarding Administrator shall attend and participate in the DSC meeting, and arrange appropriate administrative support for the group.

January 2019