

# LEEDS DIOCESAN ADVISORY COMMITTEE

## INSTRUMENT OF DELEGATION

WHEREAS the DAC is empowered by section 37(9A) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 (as amended) to delegate the exercise of any of its functions to an officer of the DAC.

AND WHEREAS the DAC considers it expedient to make the following provision for the efficient management of its business and the pastoral well-being of the Diocese of Leeds.

- (1) The DAC hereby delegates to the DAC secretary each and all of the functions contained in section 37 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.
- (2) A delegated function shall not be exercised by the DAC secretary in any of the following circumstances;
  - i. where the function relates to a reserved matter as defined below;
  - ii. where the DAC secretary considers that the matter is such that the function should be exercised by the full DAC;
  - iii. where the DAC chairman or Diocesan Chancellor directs that the function be exercised by the full DAC.
- (3) When considering whether to exercise the discretion at paragraph (2)(ii) above, the DAC secretary shall have regard to any opinion expressed by the DAC chairman, or any member of, or adviser to, the DAC.
- (4) Any act performed by the DAC secretary in the exercise of a delegated function under this Instrument shall be described and recorded as such, and noted at the next occurring DAC meeting;
- (5) The exercise of the powers of delegation under this Instrument shall be in addition to the establishment of sub-committees (or any other form of delegation) as provided for in the Constitution of the DAC or otherwise.
- (6) In this Instrument, the following expressions will be interpreted as follows:

‘DAC’	means the Leeds Diocesan Advisory Committee
‘DAC secretary’	means the holder of the office of DAC secretary from time to time in the Diocese of Leeds; the acting DAC secretary during any vacancy; or the assistant DAC secretary when the DAC secretary is unwilling or unable to act;
‘DAC chairman’	includes any acting chairman or vice-chairman
‘Reserved matter’	means any of the matters set out in the Schedule hereto

### **Schedule: Reserved Matters**

When the DAC is requested to give advice to specified persons on matters relating to: (a) the grant of faculties; (b) the architecture, archaeology art and history of places of worship; (c) the use, care, planning, design, and redundancy of places of worship; (d) the use and care of the contents of such places; and (e) the use and care of churchyards and burial grounds, the following matters shall be reserved to the full DAC and the delegated function authorised by this Instrument shall not be exercised by the DAC secretary.

- i. Alterations which significantly affect the character of the building, whether it is listed or not;
- ii. Works involving extensive restoration or conservation or the disposal of church treasures;
- iii. Works where mandatory consultation is prescribed with a National Amenity Society, Historic England, the Local Planning Authority or the Church Buildings Council;
- iv. Any other works or proposals which the DAC may designate as reserved matters from time to time.

The Instrument was approved by the DAC at its meeting on 22 October 2019 and came into effect on 1 November 2019. It was subsequently amended by the DAC at its meeting on 1 December 2020.

It will be subject to period review and continue in force until amended or revoked by the DAC.