

LEEDS DIOCESAN BOARD OF FINANCE

COMPANY NUMBER: 8823593

MINUTES OF THE BOARD MEETING OF LEEDS DIOCESAN BOARD OF FINANCE

Held on Monday, 28th April, 2014 at 2pm at 1 South Parade, Wakefield WF1 1LP

Present: The Rt Revd Dr Tom Butler (Chair), Mr John Tuckett (Company Secretary), The Rt Revd Tony Robinson, The Rt Revd James Bell, The Ven Paul Slater, Mrs Debbie Child, Mr Ashley Ellis, Mr Raymond Edwards and Mr Simon Baldwin.

In attendance: The Rt Revd Nick Baines, Bishop of Leeds (Designate).

1. Introduction and welcome

The Rt Revd Dr Tom Butler welcomed the Board members and The Rt Revd Nick Baines, Bishop of Leeds (Designate) and opened the meeting with prayers.

2. Apologies

The Revd Martin Macdonald.

3. Minutes of the meeting of the Board held on 31st March, 2014

The minutes of the meeting held on 31st March, 2014 had been circulated to the Board members prior to the meeting.

No amendments were raised and the Minutes were approved.

4. Matters arising (not already on the Agenda)

The Board considered the proposal for Item 8 and the matter recorded in Item 12 of the minutes of the meeting on 31st March, 2014 be redacted from publication of the minutes on the diocesan website.

Agreed unanimously.

The Board considered how the matters which had been discussed under Item 8 would be communicated within the Diocese.

IT WAS AGREED THAT the matter would be taken to the proposed Bishop's Council meeting for noting and communicated ad clerum from Bishop Nick for the 1st May, 2014 and that Debbie Child would provide an outline of some wording.

IT WAS CLARIFIED THAT although Parish Share receipts information provided to the Board on a regular basis would be at Deanery level, the Board's attention would be drawn to any particular parishes who were not paying a significant amount.

IT WAS CONFIRMED THAT to date the Parish share receipts for the Bradford area and Wakefield and Huddersfield areas were marginally decreased and those for the Leeds and Ripon areas had marginally increased.

5. Declarations of interest

None were disclosed.

6. Ratification of Resolutions

Copies of the signed Board minutes from the meetings since incorporation, the pre-incorporation meeting held on December, 2013 and the job description and contract of the Programme Manager/Acting Diocesan Secretary and a note of some of the key resolutions of the Board to date had been circulated to the Board members prior to the meeting.

Now the new diocese was in place, for the avoidance of doubt all the matters agreed at the meetings of the Board since incorporation and the approval of the contract and job description of the Programme Manager/Acting Diocesan Secretary approved at the pre-incorporation meeting in December, 2013 were to be ratified.

6.1 IT WAS PROPOSED THAT:

“The Board ratifies the contract and job description of the Programme Director/ Acting Diocesan Secretary for the diocese of West Yorkshire and the Dales agreed at the informal meeting of the proposed Board on 4th December, 2013.”

Proposer: Raymond Edwards Seconder: Simon Baldwin

Agreed unanimously.

6.2 IT WAS PROPOSED THAT:

“The Board ratifies all resolutions passed by the Board of the Leeds Diocesan Board of Finance set out in the Minutes of the meetings of the Board held on 13th January, 2014, 3rd March, 2014, 17th March, 2014 and 31st March, 2014.”

Proposer: Bishop Tony Robinson Seconder: Archdeacon Paul Slater

Agreed unanimously.

7. Management/Employment Committee report

A copy of the updated Proposal for a Management/Employment Committee has been circulated prior to the meeting for the Board's information. John Tuckett reported that the Committee was due to meet next in May/June. The current matters to report to the Board were:

- Norman Gardner, Finance Manager at the Leeds office, had left shortly before the Appointed Day and arrangements had been put in place for existing staff to cover the work.
- Helen Price, Property Manager at Wakefield office, had left prior to the Appointed Day and arrangements had been put in place for existing staff to cover the work.
- Bishop Nick Baines had visited all three administrative offices in the previous four days to meet with the staff and it was hoped that he would be able to visit each of the offices on a regular basis.

8. Salary policy

Debbie Child outlined to the Board that a review of the salary policy would be a large task, particularly as there was such a large range of variations in the jobs the diocesan staff perform.

After discussion, **IT WAS AGREED THAT** the review of salaries be postponed until the overall structure of the new diocese had been reviewed and that a time line for the review and implementation would be provided to the Board.

IT WAS CONFIRMED THAT for new starters after the Appointed Day, the former Bradford Diocese's salary scales would be used and that employment contracts would initially be for a fixed term not to go beyond June 2016.

9. Any other business (to be referred to the Company Secretary)

9.1 Safeguarding Policies

A copy of the Draft Child Protection and the Draft Adult Protection policies for the Leeds DBF's approval had been circulated prior to the meeting. Debbie Child made a presentation on this item. She outlined that the draft policies were very standard policies but would be sufficient for the interim policies of the Company with a view to them being redrafted in the future. It was reported that Jenny Price, the safeguarding adviser who advises the Bradford, Wakefield and Huddersfield areas would also provide advice to the Ripon and Leeds areas as an interim measure pending the recruitment of a second adviser. Both would be accountable to the Bishop of Leeds but line managed by Debbie Child.

IT WAS PROPOSED THAT:

"The Board formally adopt the "Draft Diocese of Leeds Safeguarding Children Policy."

Proposer: Bishop Tony Robinson Seconder: Raymond Edwards

Agreed unanimously.

IT WAS PROPOSED THAT:

"The Board formally adopt the "Draft Diocese of Leeds Safeguarding Adults Policy."

Proposer: Bishop Tony Robinson Seconder: Raymond Edwards

Agreed unanimously.

9.2 Bedale Allotments

John Tuckett and Simon Baldwin outlined that former glebe land at Bedale was being used as allotments.

IT WAS AGREED THAT a group (Ashley Ellis, Simon Baldwin, Archdeacon Paul Slater, Michael Lindley and a

member of the diocesan communications team) meet to explore all options and whether the land should be sold or not and that the matter be kept on the Board's agenda for the group to report to the Board.

(The Board agreed that a confidential section of Item 9.2 above wouldn't be disclosed on line.)

10. Date of the next 2014 meetings:

8th July, 2014 (2pm – Bradford office)

8th September, 2014 (2pm – Wakefield office)

5th November, 2014 (2pm – Leeds office)