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Diocese of Leeds Leeds Board (“the Board”)

Minutes of the Board held on 11 November 2019 at Church House, 17/19 York Place,
Leeds LS1 2EX.

Present:

The Rt Revd Nick Baines (Chair), Mr Matthew Ambler, The Ven Paul Ayers, Mr Simon Baldwin, Mrs Marilyn Banister, Ms Kay Brown, The Revd Canon Sam Corley, The Ven Dr Anne Dawtry, The Very Revd John Dobson, Mrs Jane Evans, The Revd Canon Kathryn Fitzsimons, Rt Revd Dr Helen-Ann Hartley, The Ven Andy Jolley, Mr Andrew Maude, Canon Mrs Ann Nicholl (ANi), The Rt Revd Tony Robinson, The Ven Peter Townley, Mrs Jane Wardman and The Revd Nigel Wright.

In Attendance:

Mrs Debbie Child (DC), Mr Peter Foskett (PF), The Revd Canon Andrew Norman (AN), Mr Geoff Park (GP), Mr Chris Tate and Mrs Charlotte Lilley (CL).

Item Number	Minute	Action
1	<p>Opening Prayers.</p> <p>The Ven Dr Anne Dawtry and Mr Matthew Ambler.</p>	
2	<p>Welcome and Apologies.</p> <p>The Bishop of Leeds welcomed Mrs Charlotte Lilley to the meeting in her new role as Secretary to the Diocesan Mission and Pastoral Committee.</p> <p>Apologies had been received from The Rt Revd Jonathan Gibbs, The Rt Revd Toby Howarth, The Rt Revd Paul Slater, The Ven Jonathan Gough and Canon Mr Irving Warnett</p>	
3	<p>Declarations of conflicts interest.</p> <p>Members were reminded to declare any conflicts of interest concerning any items on the Agenda.</p> <p>No conflicts of interest were disclosed.</p>	

4	<p>Minutes of the Leeds Board held on 23 September 2019 LB19 11 02.</p> <p>The draft Minutes of the Leeds Board held on 23 September 2019 had been circulated. No amendments had been received. The draft Minutes were for approval.</p> <p>The Minutes were approved.</p>	
5	<p>Matters arising from the Minutes of the meeting on 23 September 2019.</p> <p>There were no matters arising from the Minutes.</p> <p>There were no matters to be kept confidential/redacted from publication.</p>	
	<p><i>It was noted that the Area Bishops were not members of the Diocesan Mission and Pastoral Committee that met for items 6 and 7 on the Leeds Board agenda.</i></p>	
6	<p>Minutes of the meeting of the Episcopal Areas Mission and Pastoral Committees for noting. LB19 11 03, LB 19 11 03 01 and LB19 11 03 02.</p> <p>CL confirmed that the minutes were for noting only. There were no questions on the circulated AMPC minutes.</p>	
7	<p>Diocesan Mission and Pastoral report LB19 11 04.</p> <p>A report from the Secretary to the Diocesan Mission and Pastoral Committee had been circulated to the Board members.</p> <p>CL gave an update on her report. There had been representations against some pastoral schemes. Although there had been representations against the closure scheme for All Saints, Whitley Bridge, approval had been granted. There was a window of 28 days to submit an application to appeal.</p> <p>There were no questions from the Board members.</p>	
	<p><i>The DMPC business ended and the Area Bishops re-joined the meeting again as Members of the Leeds Board. Charlotte Lilley left the meeting.</i></p>	
8	<p>Finance Report and Parish Share report LB19 11 05, LB19 11 05 01 and LB19 11 05 02.</p> <p>The Board had received copies of:</p> <ul style="list-style-type: none"> • Finance Report from Geoff Park (GP) and Irving Warnett • Parish Share Payments to 30.9.19 • FAIC minutes of 5.9.19 <p>GP spoke to this item. He highlighted that for the year to date there was a surplus of £391k before reserves transfers. The DBF was ahead of budget, due in the</p>	

	<p>main to lower expenditure. Income from Parish Share receipts was below Budget.</p> <p>The Board noted the positive year-to-date and forecast financial performance, albeit with challenge of increasing Parish Share.</p> <p>GP highlighted that the sale of eleven properties had generated £3,780k in the first nine months of the year. There had been no property purchases in the same period, although the purchase of a new vicarage, (To replace the Reith Vicarage that was flooded) was ongoing. An expression of interest in purchasing the former Vicarage had been received, though the damage to the property adversely affected its sale value.</p> <p>The sale of South Parade, Wakefield was proving a challenge. Large capital costs would be incurred to put the property in order for either residential or office use. This was mainly because of the age of the property. This cost seemed to be a key factor in potential purchasers walking away. Alternative sale or rental proposals were being considered.</p> <p>The sale of the glebe at Armley Road, Leeds – it was hoped that current discussions with the Salvation Army would progress with a sale by the end of the year.</p> <p>The FAIC minutes were for noted.</p> <p>It was confirmed that issues with regard to the payment of Parish Share were considered and dealt with at the Area meetings.</p> <p>Work was continuing on the development of the Parish Share Scheme. The draft Scheme would be brought to the Board in 2020 for consideration.</p>	GP/ 2020
9	<p>Safeguarding update LB19 11 06.</p> <p>Members had been circulated with a Safeguarding update report. DC highlighted the ongoing work to find a new Chair for the Strategic Safeguarding Group. The appointment included chairing the project management group for Past Case Review 2 (PCR2). DC and the Bishop of Leeds were scheduled to meet with a potential candidate in December. Appointment of the Chair was a priority in part because the period for completing the work for PCR2 was twelve months. In brief, this would involve the diocese reviewing every clergy file, every staff file and every Reader file. In addition, PCR2 required every parish to carry out a similar review process. DC also highlighted there were difficulties in populating the Strategic Safeguarding Group and in particular, the PCR2 Project Reference Group. Members from third party organisations (eg probation, police, LADO) often were unable to attend because of other calls on their time.</p>	

	<p>Work was starting on a review and restructure of the diocesan Safeguarding department. PCR2, the non-PCR 2 reviews of historic and current cases form a huge workload for the department. On an initial assessment, the department seems understaffed. This was noted by the Board, which confirmed its support for the work being done by the Diocesan Safeguarding Advisers.</p>	
10	<p>Strategic Risk Register LB19 11 07, LB19 11 07 01.</p> <p>Members had been circulated with a Risk Management report and a Strategic Risk register. The Board were asked to approve the Strategic Risk register and adopt the recommendations for receiving annual reports.</p> <p>GP spoke to this item. The Board were required to review Strategic Risks (SR) annually. FAIC also reviewed SR twice a year. A new cyber security risk had been added since the 2018 review. This followed a loss of £12k earlier in the year when a staff member's email account was compromised. Processes are now in place to prevent this happening again. Insurance is also now in place.</p> <p>After discussion, the Board approved the Strategic Risk register and adopted the recommendations for receiving annual reports.</p>	<p>GP bring SR to Board /Nov 2020</p>
11	<p>Election of one lay member to the Diocesan Board of Patronage by the lay members of the Bishop's Council (Leeds Board) LB19 11 08.</p> <p>Members had been circulated with a paper concerning the proposed election by the lay members of the Bishop's Council of a lay member to the Diocesan Board of Patronage. ANi spoke to this item. ANi proposed Jan Ali as a member of the Diocesan Board of Patronage. ANi said she knew Jan Ali having trained her as a licensed Reader. She believed Jan was a highly skilled, dedicated and a person of integrity.</p> <p>The Lay members of the Board (Bishop's Council) unanimously agreed that Jan Ali be elected to the Diocesan Board of Patronage.</p> <p>It was commented that bearing in mind the Jan Ali's skills, it might be worth contacting Jan Ali concerning the vacancies on the FAIC and Audit Committee.</p>	
12	<p>Families of Officers Relief Fund Transfer Proposal LB19 11 09, LB19 11 09 01, LB19 11 09 02, LB19 11 09 03.</p> <p>A proposal concerning the Family of Officers Relief Fund and supporting documentation: Appendix 1 – Two Ridings Trust Presentation, Appendix 2 – Revitalising Trusts & Two Ridings Community Foundation and Appendix 3 – Officers Relief Fund agreement draft September 2019 v.1.3 had been circulated to the Board. GP spoke to this item. The former Ripon & Leeds DBF was the managing trustee of the Families of Officers Relief Fund. There had been no</p>	

	<p>payments out of the fund for some time. had asked the Two Ridings Community Foundation had been asked by the Charity Commission to get in touch with funds that appeared to be dormant. The proposal for the funds was a transfer to Two Ridings as set out in the circulated proposal. The area of benefit would be the whole of the Anglican Diocese of Leeds.</p> <p>After discussion the Board members unanimously approved the proposal for the transfer of the Families of Officers Relief Fund to the Two Ridings Community Foundation as outlined in LB19 11 09.</p>	
13	<p>Ingrow Funds Designation Proposal LB19 11 10.</p> <p>Members had been circulated with a proposal for the designation of the Ingrow Funds. GP outlined that as set out in his paper for the Board, approval was required for designation of funds. A bequest had been left to the diocese in 2014 and was legally DBF unrestricted income. However, as outlined in GP's paper, after investigation it seemed that the benefactor's intent had been that the monies would be available for the benefit of St John, Ingrow, (however, the will was not clear) but at the discretion of the DBF. While legally there is no onus on the DBF to designate these funds, the Board agreed to support the request from St John's Ingrow. It was therefore proposed that £90k be set aside "designated" for the benefit of St John, Ingrow. The monies could then be used for the benefit of St John, Ingrow but within the discretion of the DBF. The Revd Tracey Raistrick had confirmed the St John, Ingrow were content with this proposal.</p> <p>The proposal was approved.</p>	
14	<p>Draft Diocesan Synod 14.3.20 Agenda for approval LB19 11 11.</p> <p>A draft agenda for Diocesan Synod on 14 March 2020 had been tabled for discussion and approval ready for the circulation of the Preliminary Notice on 30.1.20. The Bishop of Leeds explained that each of the forthcoming Synods would have a theme of a goal from the diocesan Strategy. For March 2020, the focus would be on Goal 1 "Thriving as a Distinctive Diocese". The episcopal areas would provide a report on the Strategy work in their areas. Each episcopal area would be asked to provide a similar overview in two years' time.</p> <p>The proposed agenda items were approved and a detailed Diocesan Synod agenda would be circulated to the Board.</p> <p>A written report on the Parish Share Review would be included in the reports.</p> <p>The Board members were asked to encourage parishes and deaneries to propose agenda items for the 2021 Diocesan Synods.</p>	<p>Diocesan Secretary/ Autumn 2021</p> <p>DC/Feb 2020</p> <p>GP/ Feb 2020</p> <p>All/ End 2020</p>
15	<p>Rhythm of Life.</p>	

	<p>Bishop Helen-Ann Hartley gave a presentation on the Rhythm of Life. The proposal for the Rhythm of Life had come from the Six Bishops. It reflects an intent to free people and gives expression to a broader sense of connection with other initiatives in the diocese. There is a link to Goal 3 of the Strategy (Nurturing Lay Discipleship) and the national initiative “Setting God’s People Free” and everyday faith and the emphasis on Clergy and Lay together. A small steering group was working on the project - The Revd Canon Phil Stone, Director of Scargill House, AN, Bishop Helen-Ann, The Revd Canon Paul Maybury, The Revd Claire Renshaw and The Revd Dr Hayley Matthews, Director of Lay Training. The diocesan Prayer and Spirituality group and Bishop’s Staff had fed in to the work. The work was at a formative stage.</p> <p>The Rhythm of Life will be presented at the March 2020 Diocesan Synod followed by a stage-by-stage launch during 2020. The intention is that each Area bishop will take a lead on this in his or her episcopal area. It was emphasised that the proposal was for a rhythm rather than a rule. There would be seven commitments, Pray, Encourage, Reflect, Celebrate, Rest, Share and Create. The overarching framework would be Loving Living Learning. It was hoped that the structure would enable use in different contexts. Various resources would be developed around the seven commitments together with a programme for recruiting participants. It was hoped that there would be Rhythm of Life Champions.</p> <p>The Board members discussed the Rhythm of Life in small groups and offered feedback including:</p> <ul style="list-style-type: none"> • Something to commit to should be added under each of the seven headings • The seven commitments could be used in the Loving Living Learning • Although flexible, would be good to have a central guiding item ie something that everyone could do so not disparate models - something, clear and practical. • Needs to have appeal to people across diversities and understandings. • There need to be a variety of resources – perhaps resources used by other faiths may be useful? • Add Bible study • Nurturing and travelling together with other people in the diocese. <p>Board members were asked to send any further feedback to Bishop Helen-Ann</p>	<p>All/ Feb 2020</p>
<p>16</p>	<p>Diocesan Peer Review (for noting) LB19 11 12.</p> <p>Members had received a copy of the current draft of the diocesan Peer Review self-assessment document.</p> <p>DC reported that the diocese would be undergoing a peer review in 2020. The circulated form was part of the preparation for the review. It was an updated version (updates in red) of the self-assessment form from the 2017 review. The format would be as before with the panel spending a day with the review group.</p>	

	The Board were invited to offer feedback either using a feedback form or by email to DC.	All / End of 2019
17	<p>Any other business.</p> <p>Secretary of the Vacancy in See Committee A document had been circulated outlining a proposal for the appointment of a Secretary to the Vacancy in See committee together with details of the current membership of the Vacancy in See committee. Appointment of the Secretary to the Vacancy in See committee had been overlooked when the other triennium elections were completed. It was noted that DC was retiring at the end of March. With this in mind, it was asked if “the Diocesan Secretary” could be appointed. PF advised that it was not possible to appoint “the Diocesan Secretary” it had to be an identified person. This was because the regulations required the appointee to be “a fit and proper person”.</p> <p>It was proposed by the Bishop of Leeds and seconded by The Very Revd John Dobson that DC be appointed as the Secretary to the Vacancy in See committee for the current term of the committee.</p> <p>Department reports An update report from the Ministry and Mission team, Communications team and Education team had been circulated to the members. The Board asked that the reports be framed with reference to the Diocesan Strategy.</p> <p>Any tabled documents are to be annexed to the minutes of the meeting.</p>	<p>Diocesan Secretary /Autumn 2021</p> <p>Dept. Heads/ Feb 2020</p> <p>Diocesan Secretary/ Jan 2020</p>
18	<p>Close.</p> <p>The Bishop of Leeds closed the meeting with the Grace.</p>	

Signed:.....

Date:

Tabled document attached: LB19 11 11

Diocesan Synod draft Agenda for 14 March 2019

1. Worship
2. Minutes of the last meeting
3. Presidential Address
4. Presentation Thriving as a Distinctive diocese
5. Governance Review
6. Lay ministry review
7. Mission of the church in contemporary society
8. Presentation - Rhythm of Life
9. Report - Safeguarding and ICOSA
10. Lambeth Conference
11. Questions