



These minutes do not include any items the Board agreed would be kept confidential in the online publication.

Diocese of Leeds – Leeds Board

Minutes of the Leeds Board held on 5 March 2019 at Church House, 17/19 York Place, Leeds LS1 2EX.

Present:

The Rt Revd Paul Slater (Chair), Mr Matthew Ambler, Canon Mr Simon Baldwin, Mrs Marilyn Banister, Ms Kay Brown, The Revd Canon Sam Corley, The Very Revd John Dobson, Canon Mrs Jane Evans, The Rt Revd Jonathan Gibbs, The Rt Revd Dr Helen-Ann Hartley, The Ven Andy Jolley, Mr Andrew Maude, Canon Mrs Ann Nicholl, The Rt Revd Tony Robinson, The Ven Peter Townley and Mrs Jane Wardman.

In Attendance:

Mrs Debbie Child, Mrs Judith Calvert, (part of the meeting) Mr Peter Foskett, The Revd Canon Andrew Norman, Mr Geoff Park and Mr Chris Tate.

Item Number	Minute	Action point	Return to Leeds Board?
1	Opening Prayers. The Ven Peter Townley led the opening prayers.		
2	Welcome and Apologies. The Bishop of Leeds was on sabbatical and the Bishop of Kirkstall chaired the meeting.		

	<p>Apologies had been received from The Rt Revd Nick Baines, The Rt Revd Toby Howarth, The Revd Nigel Wright, Mr Irving Warnett, The Revd Canon Kathryn Fitzsimons and Ms Alison Bogle.</p> <p>Apologies for the Diocesan Mission and Pastoral section of the meeting had been given by The Ven Paul Ayers and The Revd Dr Anne Dawtry.</p>		
3	<p>Declarations of conflicts interest.</p> <p>Members were reminded to declare any conflicts of interest concerning any items on the Agenda. It was noted that although The Ven Peter Townley was not a member of the Leeds Board for Item 11 Appointment of DAC chair, he would leave the room as he was being proposed for the post.</p>		
4	<p>Minutes of the Leeds Board held on 29 January 2019 LB19 03 02</p> <p>The draft Minutes of the Leeds Board held on 29 January 2019 had been circulated and were for approval. One amendment had been received, the addition of Mr Matthew Ambler and Mr Irving Warnett to the list of those present. These had been added to the copy to be signed. The amended minutes were for approval.</p> <p>Approved unanimously.</p>		
5	<p>Matters arising from the Minutes of the meeting on 29 January 2019.</p> <p>There were no matters arising from the Minutes of the 29 January 2019 Leeds Board meeting.</p> <p>There were no items in the Minutes from the 29 January 2019 Leeds Board minutes which were to be kept confidential/redacted from publication.</p>		
	<p>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.</p>		
6	<p>Minutes of the meeting of the Episcopal Areas Mission and Pastoral Committees for noting.</p> <p>Huddersfield, Leeds, Ripon and Wakefield AMPC minutes had been made available on the Leeds Board members' diocesan website page.</p>		

	Judith Calvert spoke to this item. There were no questions on the minutes.		
7	<p>Diocesan Mission and Pastoral report LB19 03 04</p> <p>Members had been circulated with a report from the Diocesan Mission and Pastoral Secretary, Judith Calvert. Judith spoke to her report. She highlighted that the elections to the Area Mission and Pastoral committees had been completed. Only four deanery members had been elected to the Huddersfield EAMPC out of a possible sixteen. Members were asked for questions on the report. Judith clarified that St Mary, Hunslet had been demolished. This had comprised a Grade II listed tower with a 1970s church building attached to it. Following the demolition of the church building, the tower remained. A use seeking process would be followed to determine the future of the tower.</p>		
	The DMPC business ended and the Area Bishops re-joined the meeting.		
8	<p>Safeguarding update LB19 03 05.</p> <p>Debbie Child spoke to this item. There were no questions on the report. Debbie highlighted that with regard to Serious Incident Reporting, PCCS were to be encouraged to adopt the resolution to delegate reporting responsibility to the Diocesan Secretary and the Diocesan Safeguarding Adviser. When the notice of adoption was returned, further information would be sent to the parish.</p> <p>A letter had also been sent to parishes reminding them that the practice guidance advises that once a PCC had adopted the national safeguarding policy statement, then the statement and the minute of the adoption should be displayed along with the policy booklet, and a poster (which included information about support and contact details). All documentation should also be available on the parish's website if it had one. Debbie confirmed the SIR information was also available on the diocesan website.</p>		
9	<p>Finance Report and Audit Committee terms of reference and appointment of Chair LB19 03 06; LB19 03 06 01; LB19 03 06 02</p> <p>Finance Report</p> <p>A copy of a Finance Report from Geoff Park and Irving Warnett and a copy of the Parish Share payments to the 31.1.19 had been circulated to the Board members.</p>		

<p>Geoff highlighted the information at the foot of the table showing the pension deficit payments. This highlighted the difference between ongoing expenditure and the cost of repaying the past pension deficit. The January figures showed a £209k operating deficit.</p> <p>A review of the Investment Manager had been carried out. Debbie, Irving and Geoff had considered presentations from investment management companies. CCLA performed very well on a purely financial basis. However, compared with other firms, they fell short on add-ons ie benefits to the Board and parishes. FAIC recommended the reappointment of CCLA for the next 12 months subject to the criteria set out in LB19 03 06 and if the criteria are met, then the appointment continue to the end of 2022, with the next review in 2022 for a new appointment period starting on 1 January 2023. However, if the Leeds DBF was not content with progress, then a recommendation would be brought in early 2020 to move some funds to one of the other three firms which had been interviewed.</p> <p>The Board were asked if they had any questions.</p> <p>It was noted that Environmental issues would be having a significant impact on pensions investment portfolios in the future.</p> <p>Audit Committee - Terms of Reference</p> <ol style="list-style-type: none"> 1. LB19 03 06 02 The Audit Committee Terms of Reference had been circulated. Geoff explained that the Leeds Board were being asked to review and approve these. 2. Under these terms of reference, the Board may delegate the appointment of members of the Audit Committee to the Finance, Assets and Investments Committee, who would then agree the membership with the Board appointed Chairperson. The Leeds Board were also asked to confirm this delegation formally. 3. Geoff reported that the current Audit Committee membership comprised Simon Dennis (Chair – approved by the Board on 17 September 2018), Mr Irving Warnett (FAIC Chair and Board member), The 		<p>Review – January 2020. Have the Investment Manager criteria been met? OR During 2022 appointment approval for term starting 01.1.23.</p>
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	<p>Revd Nigel Wright (Board and FAIC Member), Canon Mr Simon Baldwin (Board and FAIC Member) and Mr Stephen Hogg (FAIC Member).</p> <p>It was noted that Mr Simon Dennis's appointment as the Chair of the Audit Committee had already been approved by the Board.</p> <p>The Board unanimously approved the Audit committee terms of reference.</p> <p>The Board unanimously approved the delegation of the appointment of the members of Audit committee to the Finance, Assets and Investments Committee.</p>		
10	<p>Proposed appointment of The Rt Revd and Rt Hon Lord David Michael Hope of Thornes KCVO PC, as an Honorary Assistant Bishop – for noting.</p> <p>This item was for noting only. Peter Foskett explained that new legislation permitted a diocesan bishop to commission honorary assistant bishops without formal instrument of delegation. Such a commission no longer needed to go before the Diocesan Synod. Peter confirmed that the Bishop of Leeds would be appointing Archbishop David Hope as an Honorary Assistant Bishop by way of commission.</p>		
	<p>The Ven Peter Townley left the meeting.</p>		
11	<p>Appointment of DAC Chair - Bishop's Consultation LB19 03 07</p> <p>Board members had been circulated with a note on this item from the DAC Secretary, Lisa McIntyre (LB19 03 07):</p> <p>Debbie Child spoke to this item. DAC elections were due before 31.7.19. The DAC Secretary, Lisa McIntyre, would be giving a presentation on the DAC annual report at the June 2019 Diocesan Synod. Proposals for DAC membership would then be brought to the July 2019 Leeds Board meeting. A new DAC Chair needed</p>		<p>2022 Seek comments from the Leeds Board members for appointment of DAC Chair</p>

	<p>to be appointed before the elections for the DAC members. The appointment is the diocesan bishop’s after consultation with (among others) the Bishop’s Council. The LB19 03 07 gave background information about the proposed appointment. Michael Montgomery had been appointed on an interim six months basis but now it was proposed to make a longer three-year interim appointment. The appointment may last a shorter time if a suitable permanent appointment was made. It is the intention of the DAC Secretary and the Diocesan Secretary to train and develop new members of the Committee, in preparation to become Chair some time in the future (ie begin succession planning now). It was proposed that The Ven Peter Townley be appointed as interim DAC Chair. The need to manage any conflicts of interest had been addressed in considering proposing Peter’s appointment.</p> <p>The Board was invited to:</p> <p>(1) Put forward comments on the proposed appointment of the Ven Peter Townley to the role of DAC Chair, which would receive due consideration as part of the consultation process before the appointment was formalised; and</p> <p>(2) Note the service paid by Michael Montgomery in his role as Interim DAC Chair since September 2018.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Unanimously approved the proposed appointment of the Ven Peter Townley as interim Chair of the DAC. • Noted the service of Michael Montgomery as interim DAC Chair. Comments from the individual Board members included that Michael had been an effective DAC Chair and that the diocese’s DAC was to be commended for its work. 		
	<p>The Ven Peter Townley re-joined the meeting.</p>		
<p>12</p>	<p>Diocesan Strategy LB19 03 08, LB19 03 08 01, LB19 03 08 02, LB19 03 08 03</p> <p>Board Members had been circulated with:</p>		

- LB19 03 08 Diocesan Strategy
- LB19 03 08 01 Diocesan Strategy Objectives and Initiatives
- LB19 03 08 02 Diocesan Strategy Toolkit
- LB19 03 08 03 Diocesan Strategy - Note

Debbie introduced this item. Mindful of Diocesan Synod’s comments, the Environment, the role of Readers and the Five Marks of Mission were all now included in the Strategy document. The Strategy document itself had been simplified and just referred to the five goals. Synod would be asked to approve the five goals. The Initiatives and Objectives have been separated out. Many of these were diocesan but others could be adopted at parish level. These may be changed in the future, subject to feedback from parishes, national issues or diocesan development. References to “every parish/church” have been removed with the exception of references in those circumstances where there was an expectation that every parish should have plans in place. References to 100% share collection had been removed.

Dean John Dobson

Outlined that he would propose and Canon Mrs Jane Evans would second the Strategy motion at the Diocesan Synod. He reminded Leeds Board members that the Board had approved the Strategy. Members were asked to reiterate their support by speaking in the debate at the Diocesan Synod. Many of the areas mentioned by the Diocesan Synod members in the debate at the previous Synod had been contained in the Strategy. These have now been made more obvious. The Initiatives and Objectives and Toolkit were offered to the churches, missional communities and chaplaincies as a tool to assist as they sought to further the mission of God.

Dean John asked for comments on the content of the documents. The Board members commented:

- The Strategy group had done a good job listening to what had been said, particularly with regard to the Toolkit.

	<ul style="list-style-type: none"> • There was a package for people to take away and this was what was needed. • A willingness to listen had been demonstrated and it also showed engagement with the Synod. • Process is positive. • The change of language was positive ie parish, benefice, missional community. • The paperwork was clearer and not “top down”. The change in language made a huge difference. <p>The Board members were asked for comments on the Synod presentation proposals:</p> <ul style="list-style-type: none"> • With regard to the different types of motion (“Approve”, “welcome” and “commend”), it should be stressed that these changes had been made as a result of listening to feedback. • It should be emphasised that Synod was being asked to approve the Strategy goals and the rest is an offering. <p>Canon Mrs Jane Evans spoke about the Toolkit. Board members had given feedback at the last meeting. The first draft had been circulated to and reviewed with various groups of people including, Readers in the Leeds area, two groups of churchwardens, parish committees, curates and Deanery Lay Chairs. From their feedback and that from the Leeds Board, it emerged that the documentation was thought to be too “top down” and “management speak”. The feedback proposed that the Strategy group needed to start from the point of view of parishes not the diocese.</p> <p>The revised Toolkit was now less directive and offered more choices for parishes to make their own planning. More open questions had been included and it was much clearer that a choice could be made about which goals to work on. The feedback also contained comments that there was not enough about God in the Toolkit and there was not enough sign posting. An outline of a five-step process and appendices had now been included. It was proposed that a summary of the Strategy could also be added along with a prayer and a leaflet about the diocesan teams. These were still to be worked on along with some polishing of the illustrations and layout.</p>		
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	<p>The Board members were asked for their comments:</p> <ul style="list-style-type: none"> • It was asked that the image on front be changed to ensure it was inclusive. • Piloting the toolkit would be important. • Information about how to feedback on the Toolkit should be included. • It was suggested that part of the roll out could be for Area Teams in identify advocates and champions and to identify which parishes are able to engage immediately, those needing encouragement and those needing more support. • The Toolkit needed to be accessible to all types of parishes. • It needed to be clear to parishes that they were being asked to do what was best for their situation. • It was an opportunity for parishes to talk together and work together. 		
<p>13</p>	<p>Any other business.</p> <p>Governance Review Debbie explained that it had been agreed that the diocesan governance would be reviewed at this stage ie five years after the creation of the diocese. Mary Chapman, Chair of the Archbishops Finance Committee and Diocesan Peer Review, has been asked to lead the review of governance. Debbie and Bishop Nick had met with Mary Chapman to discuss the parameters of the review. She will focus on three areas; Diocesan Mission and Pastoral Committee – does the current delegated structure work? Parsonages Board - particularly reviewing the lack of a property sub-committee and Scrutiny - are there other way of doing this and areas of good practice? Mary would be holding some face to face interviews with Board members and Diocesan Synod members and also gathering data via an online questionnaire. It was hoped that Mary would have her report completed in May 2019. Mary would be attending the Diocesan Synod and would be at the Diocesan office on 15.3.19. In addition, Peter Foskett and Debbie were reviewing the Standing Orders of the Diocesan Synod and the Memorandum and Articles of Association of the Leeds DBF. The review will be brought to the Board.</p> <p>There was no other business.</p>		

14	Close. The Bishop of Kirkstall closed the meeting with prayers and the Grace.		

Signed:.....

Date: