



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 29 January 2019 at Church House, 17/19 York Place, Leeds LS1 2EX.

Present:

The Rt Revd Paul Slater (Chair), Mr Matthew Ambler, Mrs Marilyn Banister, Ms Kay Brown, The Revd Canon Sam Corley, The Very Revd John Dobson, The Rt Revd Dr Helen-Ann Hartley, The Rt Revd Toby Howarth, Mr Andrew Maude, Canon Ann Nicholl, The Rt Revd Tony Robinson, Mrs Jane Wardman, Mr Irving Warnett and The Revd Nigel Wright.

In Attendance:

Mrs Debbie Child, Mrs Judith Calvert, Mr Peter Foskett, The Revd Canon Andrew Norman, Mr Geoff Park, Mr Chris Tate and The Revd Canon Kathryn Fitzsimons.

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

	<p>Bishop Paul Slater opened the meeting and welcomed The Revd Canon Kathryn Fitzsimons who was nominated as a Leeds Board trustee by the Board members at the last meeting. Kathryn was in attendance at the meeting, as ratification of her nomination would be considered by the Diocesan Synod in March 2019.</p> <p>Apologies had been received from The Rt Revd Nick Baines, The Rt Revd Jonathan Gibbs, The Ven Andy Jolley, Canon Simon Baldwin, Mrs Jane Evans and Ms Alison Bogle.</p> <p>Apologies for the Diocesan Mission and Pastoral section of the meeting only had been given by The Ven Paul Ayers, The Revd Dr Anne Dawtry, and The Ven Peter Townley,</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 Mr Irving Warnett and Dean John Dobson were a potential nominee and a candidate under Item 14 Vacancy in See committee.</p>		
4	<p>Minutes of the Leeds Board held on 10 November 2018 LB19 01 02</p> <p>The draft Minutes of the Leeds Board held on 10 November 2018 had been circulated and were for approval.</p> <p>Approved unanimously.</p>	DC to add the signed minutes to the LDBF minutes book.	
5	<p>Matters arising from the Minutes of the meeting on 10 November 2018</p> <p>There were no matters arising from the Minutes of the 10 November 2018 Leeds Board meeting.</p> <p>There were no items in the Minutes from the 10 November 2018 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 which met for items 6 and 7 on the Leeds Board agenda.</p>		
6 & 7	<p>Minutes of the meeting of the Episcopal Areas Mission and Pastoral Committees for noting.</p> <p>LB19 01 03 Wakefield AMPC minutes was available on the Leeds Board members' diocesan website page: www.leeds.anglican.org.</p>		

	<p>Diocesan Mission and Pastoral report and DMPC Annual Report 2018 LB19 01 04; LB19 01 04 01</p> <p>Judith Calvert spoke to Items 6 and 7 dealing with them together. JC outlined the DMPC functions and that it had delegated its powers to Area Mission and Pastoral committees. Two reports had been circulated to the Leeds Board, the DMPC Secretary’s report and an Annual Report from the DMPC. The DMPC received a report from the DMPC Secretary at each of its meetings and the DMPC was required to produce an annual report. Judith highlighted some of the items mentioned in the reports:</p> <ul style="list-style-type: none"> • The new pastoral schemes which had come in to effect and those benefices which were suspended • That casual vacancy elections were in hand to fill the vacancies which remained on the Area Mission and Pastoral committees following the 2018 AMPC elections • That the sale of St Mary, Harrogate (closed church) had been completed. The church had been closed for 12 years. Judith reminded the Leeds Board members that the Leeds DBF was financially responsible for closed churches until an alternative use was found for them. • The DMPC annual report would be sent to the Diocesan Synod later in the year. The format of the report is as for 2017. • An amendment to the Annual report, page 3 the reference the annual number of suspensions should refer to 2017 not 2016. <p>The Chair thanked Judith and the Mission and Pastoral team for their work and asked for comments on the reports from the Leeds Board members.</p> <p>There were no comments.</p> <p>The Chair asked if there were any comments on the Wakefield AMPC minutes that had been circulated.</p> <p>There were no comments.</p>		
	<p>The DMPC business ended and the Area Bishops re-joined the meeting.</p>		
<p>8</p>	<p>Benefice of Moor Allerton Team Ministry LB19 01 05</p>	<p>JC to confirm approval of</p>	<p>January 2019</p>

	<p>To receive a scheme under Rule 20 of the Church Representation Rules for a Team Council and to determine whether and on what date the scheme shall come into operation.</p> <p>Judith Calvert presented this item. Members had been circulated with a proposed scheme for a Team Council for the Moor Allerton Team Ministry. Judith outlined that throughout the Pastoral scheme process creating the benefice, it had always been the intention that there would be a Team Council. Each of the benefice’s PCCs had agreed to the formation of a Team Council and the Leeds Board (as Bishop’s Council) was asked to approve the proposed scheme and the date it would come in to effect. The parishes had indicated they would like it to come in to effect as soon as possible.</p> <p>The Board members asked:</p> <ul style="list-style-type: none"> • If the proposal for a team council was a new way of working? JC – confirmed that this structure was different from those being adopted under many new pastoral re-organisation schemes. It was noted that this structure, (four PCCS with a team council), would enable the team council to review mission and ministry across the team. The Chair explained that the adoption of a team council would be important in defining who was responsible for mission across the benefice • What authority would the Team Council have? JC – the proposed scheme would delegate some of the functions of the four PCCs to the Team Council. These were outlined in section 2 of the scheme. The PCCs would continue to operate as they retained the remainder of their functions. • The Board members asked (if the proposed scheme was approved) that the DMPC Secretary report to the Leeds Board in due course on how the proposed structure was working. <p>The Chair proposed that i) the proposed scheme under Rule 20 of the Church Representation Rules for a Team Council for the benefice of Moor Allerton Team Ministry as set out in LB19 01 05 be approved and that ii) the Moor Allerton Team ministry scheme come in to effect on 30 January 2019.</p> <p>Both proposals were approved unanimously.</p>	<p>Scheme to Moor Allerton benefice</p> <p>JC to report to the Leeds Board on the working of the approved Team Council Structure.</p>	
<p>9</p>	<p>Safeguarding update LB19 01 06</p>		

	<p>A Safeguarding update LB19 01 06 had been circulated to the Board members. Debbie Child spoke to this item. DC highlighted point 2 in her report, Serious Incident Reporting. The Board would also consider this as an item of Any Other Business. The Charity Commission and the National Church had worked together to create new guidance on SIR. The guidance came in to effect from 1 January 2019. In brief, the guidance provides for parishes to delegate SIR reporting (to the Charity Commission), to the diocesan boards of finance. This would enable block reporting to the Charity Commission on a periodic basis. DC would be contacting the parishes to seek their delegation to the Leeds DBF.</p> <p>It was also proposed that the trustees of the DBFs delegate their responsibility for reporting SIRs (to the Charity Commission) as set out in the LB10 01 13. The guidance applies to Safeguarding SIRs and Other SIRs. A small group of trustees (the Diocesan Bishop, the elected Dean and a lay member of the Leeds Board) would have delegated responsibility for deciding whether to report SIRs (both Safeguarding SIRs and Other SIRs). The Diocesan Safeguarding Adviser and Diocesan Secretary would consult with this group about reporting.</p> <p>The Leeds Board members were asked for comments/questions.</p> <p>DC confirmed that the diocesan secretaries had queried with the national church the scope of responsibility for parish reporting taken on by DBF trustees under the new guidance. DC also confirmed that the diocesan secretary and the diocesan bishop were usually briefed about Safeguarding SIRs immediately. However, Other SIRs they may not be immediately aware of, but they are generally reported speedily.</p> <p>There were no further questions.</p>		
<p>10</p>	<p>Finance Report LB19 01 07; LB19 01 07 01 (to follow)</p> <p>A copy of a Finance Report from Geoff Park and Irving Warnett and a copy of the Parish Share payments to the 31.12.18 had been circulated to the Board members.</p> <p>Irving Warnett highlighted three items:</p> <ul style="list-style-type: none"> • In the 2018 Outturn 2018, subject to any year-end adjustments, the deficit would be £1.474m. This was an improvement from the expected deficit figure of around £2m. A key aspect of the improvement had been the work on property and staff costs. These savings also meant that the immediacy of cash was not now 		

	<p>an issue.</p> <ul style="list-style-type: none"> • In its review of the 2018 Outturn, the Finance, Assets and Investments committee had noted that the parish share receipts had been disappointing being 2% lower than hoped. As Chair of FAIC, he emphasised that it was not the Finance department team’s responsibility to control the Parish Share. It was for the bishops, archdeacons, Episcopal areas and deaneries to have a closer dialogue with the parishes about payment of the Parish Share and the consequences of not paying. FAIC had discussed in what way and by what means the Finance team could help the senior staff in this. • Board members were asked to note the matters outlined under Items 3, 4, and 14 to 17 of the Finance report concerning the pension deficit and the difference between management and statutory accounts. <p>Geoff Park presented the figured outlined in the Appendix to the Finance report. He explained that grants from the National Church had had a positive impact on income. Although over time this income might fall away, it should be noted that some of the staff and re-organisation costs would not recur.</p> <p>Questions/Comments on Finance report</p> <ul style="list-style-type: none"> • Could the lay scheme pension scheme be re-assessed in the future and so the pension scheme issues could arise again? GP confirmed that there are no active members remained in the Lay Workers final salary scheme and so any future valuation risk had decreased. However, the clergy scheme remained open and so the deficit was an ongoing issue. • Following the sales of several properties, Board members asked if any property needed replacing? GP confirmed that there could potentially be purchases for curates but otherwise, potentially, any replacements may be funded in part by the sale of the current property. • How can parishes that do not /will not pay the Parish Share be encouraged to do so? What should the DBF be doing? The Chair explained that each Episcopal Area was working with parishes throughout the year to address these issues. • It would be good to review the parish share system. Under the current system, some parishes, which were able to pay, were asked to pay less than the previous year and other parishes which could not pay were asked to pay more. 		
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	<p>DC confirmed that a small group was being set up to carry out an initial review of the parish share system.</p> <p>IW reminded the Board members that the notification of parish share for 2019 had included a request that where parishes were being asked for less in 2019, they consider paying the same amount as their 2018 assessment.</p> <ul style="list-style-type: none"> • In the context of the diocesan economic and socio economic area context it might be possible to conclude that the 2018 share payment receipts were reasonably positive. • With regard to the diocesan support for parishes and schools, how had the changes in this area contributed to balancing the budget and what impact had this had on what the diocese is able to deliver? <p>GP explained that there was a significant difference when compared to the expenditure in 2017. However, this now includes new costs (eg ministerial education and some recruitment) not happening which also had an effect on expenditure. The impact of voluntary redundancy and staff pension changes will show in 2019.</p> <ul style="list-style-type: none"> • What is the current situation with recruitment? <p>DC explained that the majority of those staff who took VR were on high salaries and final-salary pension schemes. So while some considerable savings had been made, some post will have to be replaced. Interviews for property and stewardship roles were in hand.</p> <ul style="list-style-type: none"> • Attending to the finances and scaling down will not solve the shortage in parish share collection. The new strategy was key to solving these issues. <p>DC reminded the Board members that in 2018, the Leeds DBF ran a voluntary redundancy programme. The Board agreed that it would decide at the end of January 2019 if compulsory redundancies would be needed. The management team believed that the Leeds DBF did not need to begin compulsory redundancies as the Voluntary Redundancy programme had provided the required savings for the moment, although some restructuring would be needed. However, the third strand of the financial strategy required an increase in parish share collection. At present this has been a difficulty and if there is no improvement then the Leeds DBF will need to look at staffing, share and clergy deployment.</p> <p>The Chair proposed that the Leeds Board approve the proposal that the Leeds Diocesan Board of Finance does not pursue a scheme for an organisation wide scheme of compulsory redundancies at the moment.</p>		
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	<p>Approved unanimously.</p>		
<p>11</p>	<p>Diocesan Strategy 11.1 Update 11.2 Diocesan Synod presentation</p> <p>The Board members have been circulated with the revised Strategy document, Update, Additional Resources, Toolkit and Kotter Leading change documents.</p> <p>The Chair led a discussion about the implementation of the proposed diocesan strategy and the Leeds Board’s role in taking primary responsibility for strategic change using the Kotter leading change document. Board members were asked to work in twos consider where they felt the Board was in the process.</p> <p>The feedback from the exercise included the following:</p> <ul style="list-style-type: none"> • Although the Board itself scored well it was felt that the score probably fell the further away from the Board it got eg via Diocesan Synod to the parishes. • Implementation may depend on whether the urgency for change was recognised by the congregation. <p>Andrew Norman gave a PowerPoint presentation on the draft Strategy Toolkit and then led a discussion on the Toolkit that was also being tested in some parishes. The Board members were asked to offer feedback on the Toolkit which were noted on a paper copy of the Toolkit for AN to take away from the meeting.</p> <p>The Board members were asked to let the Strategy group know what needed to be emphasised in the presentation of the Strategy at the March 2019 Diocesan Synod. An A5 sized booklet containing a precis of the Strategy was tabled and well received by Board members. DC also suggested and Board members agreed that a small card be produced containing the diocesan Vision and Strategy which could be distributed to all church members. It was noted that simplicity of communication was important as a perceived complexity had been an issue at the previous Diocesan Synod. It was important to be clear what Synod was being asked to approve, for example just the five goals and not the resources.</p>	<p>Board members to send any further feedback on the presentation of the Diocesan Strategy to the Diocesan Synod ready for the 16.3.19 meeting</p>	

<p>12</p>	<p>Bradford Diocesan Council for Social Aid - change of custodianship (for noting)</p> <p>The Board members had been circulated with a note from Peter Foskett on this item, LB19 01 14. PF spoke to his paper. The BDCSA was a charities of one of the former dioceses. PF had met with the trustees. There were four items for the Board to consider:</p> <ol style="list-style-type: none"> 1. The Board is the “Bishop’s Council and Standing Committee” for the Diocese of Leeds. Accordingly, under the Scheme the Diocesan Board of Finance would be the custodian trustee of the charity. As the charity has investments some of which require this change to be explicitly recorded, the Board was asked to acknowledge that it was the custodian trustee. <p>The Chair proposed the Leeds Board acknowledge it is custodian trustee of the Bradford Diocesan Council for Social Aid.</p> <p>Agreed unanimously.</p> <ol style="list-style-type: none"> 2. The charity trustees’ appointment needed to be confirmed. The trustees had been willing to continue in post. Their term of office was last confirmed by the Bishop Council of the Diocese of Bradford on 24 May 2012. <p>The Chair proposed that the Leeds Board confirm the appointments of the following Bradford Diocesan Council for Social Aid charity trustees with effect from 24 May 2016 for a period of four years to expire on 23 May 2020:</p> <p>Zahida Mallard Revd Stephen Treasure Mrs Jackie Coutts Rev John Rawson Lancaster Sir James Frederick Hill BT OBE DL The Revd Canon Gordon Dey Mr Michael Southworth and The Revd Peter Mayo-Smith (to replace The Revd Alistair Helm who has retired).</p> <p>Agreed unanimously.</p> <ol style="list-style-type: none"> 3. The charity trustees wish to constrain the geographical scope of the charity to the Episcopal area of Bradford. This will require a charitable scheme in order to change the objects of the charity as detailed above. This matter is merely for the Board to note. 	<p>PF to notify the BDCSA of the approvals given by the Leeds Board.</p>	<p>Before 23 May 2020 – approval of new trustees appointment to the BDCSA.</p>
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	<p>This was noted by the Leeds Board.</p> <p>4. The charity wishes to change its name. The proposed name is to be The Bradford Anglican Council for Social Aid (BACSA). The charity scheme provided that the managing trustees may from time to time by resolution decide to change the name with prior approval of the Charity Commissioners. The proposed name change was for the Board to note.</p> <p>This was noted by the Leeds Board.</p> <p>A question was raised whether the Leeds DBF had a register of all of its trusteeships in other charities and if this was monitored. GP confirmed that the Finance department had a list which was in the process of being updated.</p>		
<p>13</p>	<p>Environment Motion LB19 01 09 Motion: "That the Leeds Board approves and recommends to the Diocesan Synod the new Diocesan Environment policy contained in LB19 01 09 to bring the Diocese of Leeds carbon reduction targets in line with the Intergovernmental Panel on Climate Change recommendations, namely aiming for at least 45% reduction in carbon emissions by 2030 and net zero emissions by 2050."</p> <p>The Board members had been circulated with a proposal for a new Environment policy and comparison document showing proposed changes from the current diocesan Environment policy. Leeds Board members were asked to give approval to the above motion being sent to the Diocesan Synod for consideration at its meeting on 16 March 2019. Board members noted that the policy contained the detail of the proposal and it was felt that the motion would be more effective if it was amended to end at the word "recommendations".</p> <p>The Chair proposed that the Leeds Board approved the new Diocesan Environment policy contained in LB 19 01 09 to bring the Diocese of Leeds carbon reduction targets in line with the Intergovernmental Panel on Climate Change recommendations and that the motion to be sent to the Diocesan Synod for debate in this following format:</p> <p>"That this Diocesan Synod adopts the Diocesan Environment policy contained in [LB19 01 09] to bring the Diocese of Leeds carbon reduction targets in line with the Intergovernmental Panel on Climate Change recommendations".</p>	<p>DC to add to the Agenda for the 16.3.19 Diocesan Synod.</p> <p>DC to notify the Diocesan Environment group and Diocesan Environment Officer of the LB approval of the amended DS motion.</p>	

	<p>Agreed unanimously.</p>		
	<p>Dean John Dobson and Mr Irving Warnett left the meeting.</p>		
<p>14</p>	<p>Vacancy in See committee 2019 – 2021 triennium LB19 01 10</p> <p>14.1 Triennial election of Chair</p> <p>14.2 Nomination of additional persons to be members of the Vacancy in See committee for the 2019 – 2021 triennium.</p> <p>Board members had been circulated with a paper outlining the requirement to appoint a Chair of the Vacancy in See Committee for the current triennium and that the Bishop’s Council (Leeds Board) could nominate up to four members to the Vacancy in See Committee.</p> <p>14.1 Election of Chair of the Vacancy in See Committee DC explained what the function of the Vacancy in See committee. The Vacancy in See committee drafted a statement of the needs of the diocese and from the committee a small group are elected to the CinC. The Bishop’s Council needed to elect a Chair of the committee. It was proposed that Dean John Dobson be appointed as Chair. Dean John was a member of the Strategy Group and an elected member of the Leeds Board. Members were asked for any other nominations. No other nominations were proposed.</p> <p>It was proposed that Dean John Dobson be elected by the Bishop’s Council member as Chair of the 2019 – 2021 Diocese of Leeds Vacancy in See committee.</p> <p>Dean John Dobson was elected unanimously.</p> <p>14.2 Nomination of additional persons to be members of the Vacancy in See committee DC explained that as set out in LB19 01 10, given that only one person had been elected in the recent election, it was proposed that in order to supplement the committee, the Bishop’s Council nominate the persons whose personal statements had been circulated and tabled (The Revd Joanna Seabourne’s) to bring particular knowledge and expertise</p>	<p>DC to notify the nominated members of the approval of their nominations.</p>	

	<p>and with particular reference to the Diocesan Strategic goals.</p> <p>After discussion it was proposed that Mr Irving Warnett, Mrs Jane Evans, The Revd Joanna Seabourne and Mr Stewart Davies be nominated to the Vacancy in See committee. It was also requested that a Vacancy in See committee members' casual vacancy election be put in hand within one month of the meeting.</p> <p>Agreed unanimously.</p>		
	Mr Irving Warnett and Dean John Dobson re-joined the meeting.		
15	<p>Board of Patronage LB19 01; LB19 01 11 01</p> <p>15.1 Election by the clerical members of the Bishop's Council of one clergy person to the Board of Patronage under Patronage Benefices Measure 1986 Schedule 3</p> <p>Item 15.1 was considered by the clergy members of the Leeds Board only. They were asked to elect one clergy person to the Board of Patronage. The Revd Chris Lawton was proposed. No other nominations were received.</p> <p>The Revd Chris Lawton was elected unanimously by the clerical members of the Bishop's Council (Leeds Board).</p> <p>15.2 Board of Patronage Annual Report (for noting).</p> <p>The Annual report of the Board of Patronage was noted by the Board members.</p>	DC to notify the Secretary to the Board of Patronage and Revd Chris Lawton of his election to the Board of Patronage.	
16	<p>Diocesan Synod Agenda 16.3.19 for approval LB19 01 12</p> <p>The Leeds Board members had been circulated with proposed agenda items for the 16 March 2019 and 8 June 2019 Diocesan Synod meetings.</p> <p>After discussion the Leeds Board agreed the items proposed for the 16 March 2019 Diocesan Synod as set out in LB19 01 12 and subject to any additional items received from Deaneries, General Synod or items which are urgent and/or important as provided under the Diocesan Synod Standing Orders,.</p>	DC to add the approved items to the Diocesan Synod agenda for 16.3.19 and 08.6.19	

	<p>DC explained that the Diocesan Synod Agenda sub committee had met and was creating a rolling programme for Diocesan Synod based around the five goals of the Diocesan Strategy. Each of the five synods from June 2019 would have an agenda focus on one of the goals. With regard to the agenda items for the June 2019 Diocesan Synod one or two items may have to be moved to future Synods depending on what else emerged.</p> <p>The Board members agreed the outline Agenda for the 8 June 2018 in LB19 01 12.</p>		
<p>17</p>	<p>Any other business.</p> <p>Serious Incident reporting Document LB19 01 13 had been circulated and related to changes to the reporting of serious incidents within dioceses and the resolutions the Leeds DBF needed to pass to address these changes.</p> <p>DC had spoken to this paper in her earlier report on Safeguarding and reminded the Leeds Board members of the background to the resolutions contained in LB19 01 13.</p> <p>After discussion the Leeds Board unanimously agreed the resolutions set out in LB19 01 13 follows:</p> <p>“2. DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the DBF Guidance</p> <p>2.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for decisions relating to the reporting of any safeguarding Serious Incidents is delegated to the Diocesan Bishop, the elected Dean, one lay member of the trustees. All references to the Trustee Group in this delegation are references to this smaller group of trustees.</p> <p>2.2 The following responsibilities relating to the reporting of safeguarding Serious Incidents are delegated to the Diocesan Safeguarding Adviser</p> <ul style="list-style-type: none"> • Responsibility to decide, in consultation with the DS, whether a safeguarding incident is sufficiently “Serious” to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report. If a decision is taken that an incident does NOT need to be reported to the Charity 		

	<p>Commission, the DSA is responsible for informing the Trustee Group. The reasons for this decision, as agreed with the Trustee Group, should be recorded in writing by the DSA.</p> <ul style="list-style-type: none"> • Responsibility for preparing the safeguarding Serious Incident Report and sending it to the DS for submission. Where the report relates to a high-risk incident (i.e. one which is individually reported to the Charity Commission), the DSA is responsible for providing the draft report to the Trustee Group for consideration and approval. <p>2.3 The following responsibilities relating to the reporting of a safeguarding Serious Incident are delegated to the Diocesan Secretary:</p> <ul style="list-style-type: none"> • Responsibility for the timely submission of all safeguarding Serious Incident reports on behalf of the LDBF's trustees (whether individual or bulk) to the Charity Commission. • Responsibility for sending copies of any Serious Incident reports submitted to the Charity Commission on behalf of the LDBF to the LDBF's trustees and to the National Safeguarding Team. <p>3. DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the DBF Guidance</p> <p>3.1 In order to facilitate an appropriate, confidential and timely response to any Serious incidents, the oversight of the management and reporting of Serious Incidents is delegated to the Diocesan Bishop, the Dean, one lay member of the trustees. All references to the Trustee Group in this delegation are references to this smaller group of trustees.</p> <p>3.2 The DS, or the Chief Finance Officer in the absence of the DS, is responsible for deciding whether, in accordance with the DBF Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If it is decided that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the DS.</p> <p>3.3 The DS is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.</p>		
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	<p>3.4 The DS is responsible for providing the LDBF’s trustees with a copy of any Serious Incident report submitted to the Charity Commission.”</p> <p>There was no other business.</p>		
18	<p>Close.</p> <p>The Bishop of Kirkstall closed the meeting with prayers and the Grace.</p>		

Signed:.....

Date: