

**LEEDS DIOCESAN BOARD OF FINANCE**

**COMPANY NUMBER: 8823593**

**MINUTES OF THE BOARD MEETING OF LEEDS DIOCESAN BOARD OF FINANCE**

**Held on Monday, 31<sup>st</sup> March, 2014 at 2pm at Church House, 1 South Parade, Wakefield WF1 1LP**

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

**In attendance:** **Mr Michael Lindley (Acting Diocesan Secretary, Diocese of Ripon & Leeds)**

**1. Introduction and welcome**

The Rt Revd Dr Tom Butler welcomed the Board members and opened the meeting with prayers.

**2. Apologies**

Bishop James Bell

The Ven Paul Slater

The Revd Martin Macdonald

**3. Minutes of the meeting of the Board held on 17<sup>th</sup> March, 2014**

The minutes of the meeting held on 17<sup>th</sup> 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)**

**i) Page 1 - Item 4 i)**

It was reported that the letter to all the statutory boards had been sent out together with a separate letter to the lay members of the boards. The Executive Group had discussed that a similar letter needed to go to some non-statutory groups – although the default position was that all boards and committees were dissolved on the Appointed Day, it was recognised that some groups which did not meet solely under the auspices of the former dioceses may continue. There were also some areas where the move to a new diocesan group had to be introduced immediately eg Safeguarding. A copy of the list of the non-statutory groups which were to be sent the letter too would be circulated to the Board for input before dispatch of the letters.

**ii)** It was noted that there would be decisions which needed to be made before the first Diocesan Synod for example on financial issues. Decisions would need to be made by the Board, whereas other smaller matters could be dealt with potentially by the smaller group of the Chairs of the current DBFs and the Finance Managers and Chief Officer. However, it would be necessary to have clarity on which type of decision should be addressed by which body.

**iii) Page 2 - Item 7**

It was proposed that the job descriptions for the Chief Officers would be discussed at the end of the meeting

and that Ashley Ellis and Debbie Child should not be present.

**iv) Page 3 Item 8.1 final bullet point**

It was reiterated that a priority list of the policies which needed review would be needed.

**5. Declarations of interest**

None were disclosed.

**6. Management/Employment Committee report**

A copy of a proposal document "Proposal for a Management/Employment Committee" had been circulated prior to the meeting and was for discussion. The following matters were agreed:

**Item E** a. The word "approve" should be deleted and "Recommend to the Board" inserted.

c. After discussion, it was agreed that the wording should be "Approve the creation of any new senior management posts (Head of Dept and above) and advise on the filling of any senior management posts".

e. It was noted that with regard to acting as a remuneration committee it would be the acting diocesan secretary who would bring matters to a Remuneration Committee in his role as Secretary to the DBF.

**Item F** After discussion, it was agreed that this clause was to be deleted.

**It was proposed that the document "Proposal for a Management/Employment Committee" with the amendments above be approved by the Board.**

**Proposer: Bishop Tom Butler**

**Seconder: Bishop Tony Robinson**

**Agreed unanimously.**

**Review of the Progress Update attached to the Minutes of the meeting of 17<sup>th</sup> March, 2014.**

It was reported that there was an issue under item 12 (Diocesan Ways of Working) concerning Safeguarding. All the senior members of Staff had been briefed and it had been discussed with the two safeguarding officers. In line with new guidance, a senior management person in the organisation or a member of the senior team must line manage the officer for safeguarding. This was being addressed under the job descriptions for the Chief Officers (which was to be discussed later in the meeting.)

**7. Finance Update/Parish share report**

Copies of the parish share reports of the three current dioceses had been circulated prior to the meeting. Ashley Ellis reported that each of the dioceses' parish share receipts when added together were broadly **in line** with the previous year's receipts. The following issues were considered:

- a) The Board would only need parish share information to deanery level.
- b) The detail of share collection would in the first instance be reviewed by the chairs of the current DBFs and the Finance Review Group.
- c) The Bishop's Staff meeting should be provided with an overview as the archdeacons will need this information.
- d) The issue of whether arrears would be written off in the long term would be a project for the new diocese when it was considering what share system to adopt.

## **CONFIDENTIAL ITEM AGREED BY BOARD NOT TO BE DISCLOSED**

**8.**

### **End of Confidential item.**

## **9. Church Workers Pension Scheme**

Ashley Ellis reported that the Board would need to approve a pension scheme for new employees. The Finance Review Group would prepare options and costings for a pension Scheme for the Leeds DBF for the Board to consider at a later meeting. The current dioceses' pension schemes were being transferred to the Leeds DBF but as an umbrella body but would remain distinct.

**IT WAS THEREFORE PROPOSED THAT from the Appointed Day and until a new scheme was introduced for the Leeds DBF and that all new employees would join the existing Bradford Defined Contributions Pension Scheme.**

**Agreed unanimously.**

A query was raised whether all assets, claims and liabilities would be passed from the current DBFs on the Appointed Day to the new Leeds DBF and this was confirmed.

## **10 Insurance Policy**

A copy of a diocesan insurance comparisons document had been tabled. Ashley Ellis reported that EIG plc the insurers of each of the three current DBFs had recently advised that their current insurance policies could not continue after the Appointed Day and that instead there would need to be one new policy for the new Leeds DBF. EIG had produced a list of the policies the current dioceses held showing the costings for the highest level of cover to the lowest held. The proposal was to increase the cover in each area to the highest current cover and then review all the cover in readiness for the next renewal date.

Discussion followed where the following matters were noted:

- The dioceses' properties were covered by separate policies
- The cover would be the figure stated in the schedule across the whole diocese eg for Public Liability if the highest figure was chosen the Leeds DBF would be covered only for £12.5m.
- This change to one policy was an opportunity to negotiate cost with EIG and it was suggested that the services of a professional insurance broker could be used to do this.
- The Bradford diocese uses insurance broker who could be approached to do this.

**IT WAS AGREED THAT Ashley would take this forward.**

## **11 Inglefield Committee Chair appointment**

Simon Baldwin outlined that the Ripon and Leeds diocese used to have a retreat house which closed some years ago. The sale proceeds had been invested and the fund was known as the Inglefield fund. This fund was used to provide grants to support parishes for retreats. This fund would be eligible to support the whole of the new diocese. The terms and conditions of the fund require appointment of the Chair of the Inglefield Committee to be appointed by the Ripon and Leeds DBF. Legal advice is that this power to appoint will pass to the Leeds DBF.

**IT WAS PROPOSED THAT the current Chair, Kay White, be appointed for a period of two years.**

**Agreed unanimously.**

## **12. Any other business (to be referred to the Company Secretary)**

**CONFIDENTIAL ITEM AGREED BY BOARD NOT TO BE DISCLOSED**

**End of Confidential item.**

## **13. Date of the next 2014 meetings:**

28<sup>th</sup> April, 2014 (2pm - Church House, Wakefield)

8<sup>th</sup> July, 2014 (2pm - Kadugli House, Bradford)

8<sup>th</sup> September, 2014 (2pm - Church House, Wakefield)

5<sup>th</sup> November, 2014 (2pm - St Mary's Street, Leeds)