Chair of Resources and Compliance Committee

Role Description

*Purpose*

The Resources and Compliance Committee exists to ensure that diocesan resources are used appropriately in line with the vision, budgets, plans, and strategies agreed and adopted by Diocesan Synod and the Trustee Board. The Committee also ensures compliance with relevant legislation on behalf of the Trustee Board and maintains an overview of governance arrangements.

*The Chair*

This is a volunteer governance role. The time commitment is estimated to be 3 days a month though the time commitment may be greater in the months when the committee meets (4 times a year).

The Chair of the Resources and Compliance Committee is also an ex officio member of the Trustee Board, which meets 6 times a year. The estimated time commitment includes time spent on trustee duties.

Appointed by: Diocesan Synod on recommendation of the Trustee Board

Responsible to: Trustee Board

Main Responsibilities

1. To chair and participate in the meetings of the Resources and Compliance Committee;
2. To ensure the Committee is acting in accordance with its terms of reference;
3. To provide support and direction to Committee members to ensure their contribution is relevant and effective, contributing to induction of new members as needed.
4. To approve the agenda and draft minutes of Resources and Compliance Committee meetings;
5. To check on follow up in respect of actions agreed by the Committee;
6. To report on the activities of the Committee to the Trustee Board and to Diocesan Synod, in writing or in person, and as required;
7. To provide support and direction to the Senior Management Team of the DBF as required, liaising with the Director of Finance on financial matters and Director of Operations and Governance on compliance matters; and

Person Specification

* Governance knowledge, skills and experience
* Chairing skills and experience of chairing meetings
* Knowledge and significant experience in a relevant field (e.g. accounting, banking, financial management)
* Knowledge of charity accounting and the SORP (or ability to acquire this swiftly)
* Experience of involvement in governance
* Understanding of financial and non-financial compliance matters
* Commitment to equity, diversity and inclusivity
* Ability to make good use of the skills of other team/committee members
* Commitment to the diocesan vision and values
* On the electoral roll of a parish in the Diocese, community roll of a Fresh Expression, or electoral roll of Leicester Cathedral
* Willing and available to undertake relevant training and development

How to apply

Please submit a CV along with a personal statement outlining your suitability for the role. You also need to be nominated by two members of Diocesan Synod (members of the houses of clergy or laity), though candidates themselves do not have to be members of the Synod.

The closing date for receipt of applications including confirmation from those nominating is 12 noon on Monday 25th March. Interviews will take place in the week beginning 15th April after an initial shortlisting filter.

Terms of Reference: Resources and Compliance Committee

*Purpose*

The Resources and Compliance Committee exists to ensure that diocesan resources are used appropriately in line with the vision, budgets, plans, and strategies agreed and adopted by Diocesan Synod and the Trustee Board. The Committee also ensures compliance with relevant legislation on behalf of the Trustee Board and maintains an overview of governance arrangements.

*Specific Responsibilities*

1. Monitoring of expenditure and income
* To ensure the preparation, and review of,
	+ quarterly management accounts
	+ budgets for approval of the Trustee Board and Diocesan Synod
	+ reports concerning the use of Trust Funds
* To make recommendations regarding income and expenditure including in respect of the Parish Contribution scheme.
1. Management of assets (detailed work is done by the Assets and Liabilities Sub-Committee.)
* To have oversight of the management of investments (money & property) held by the DBF and the application of the funds arising from them. This includes being the appointed body under the Endowments & Glebe Measure 1976.
* To oversee management of the functional assets of the DBF.
* On behalf of the Trustee Board, to oversee the carrying out of the responsibilities of the Custodian Trustee in respect of PCC property.
* To discharge the functions of the DBF in respect of the management and disposal of closed churches.
* To discharge the functions under Parsonages Measure 1938 & Repair of Benefice Buildings Measure 1972 and manage clergy housing for the benefit of clergy families.
1. Other
* To ensure that appropriate HR policies and procedures in accordance with the law are in place for all staff employed by the DBF.
* To ensure compliance by the DBF with all relevant legislation including (but not limited to) ecclesiastical, charity, company, employment, financial and commercial and property law, health and safety, safeguarding and data protection.
* To oversee the preparation and periodic review of all necessary policies ensuring guidance is provided to other committees and staff members responsible.
* To maintain an overview of diocesan governance arrangements and their effectiveness, reporting to the Trustee Board as necessary.
* To maintain an overview of financial and other issues which may impact the mission and ministry of the wider Diocese and its associated bodies and to bring matters to the attention of these bodies as required.
* To oversee any programmes for offering loans to other bodies (eg Parish Extension Fund).
* To undertake the tasks specified in the Church Representation Rules to be allocated to a bishop’s council in respect of a number of specific matters, but excluding matters relating to General Synod which are reserved for the Trustee Board. The Resources and Compliance Committee’s role relates to those tasks allocated to the bishop’s council in the 2020 Church Representation Rules under rules 13, 17, 27, 33, 45, 60, 82, M34, M35 and M42.

*Meetings*

The Resources and Compliance Committee meets at least four times per year with any additional meetings arranged as required.

*Membership*

|  |  |  |
| --- | --- | --- |
| 1 | Chair of Resources and Compliance (Lay) | Appointed by Synod on recommendation of Nominations and Remuneration Committee |
| 2 | An Archdeacon | Nominated by BLT |
| 3 | Member of the Audit & Risk Committee (Lay) | Nominated by the Audit & Risk Committee |
| 4 | Chair of Assets and Liabilities Sub-Committee | Appointed by Resources and Compliance Committee on recommendation of Nominations and Remuneration Committee |
| 5 | Elected Clergy | Elected by House of Clergy |
| 6 | Elected Clergy | Elected by House of Clergy |
| 7 | Elected Laity | Elected by House of Laity |
| 8 | Co-optee | Co-opted by Resources and Governance Committee |
| 9 | Co-optee | Co-opted by Resources and Governance Committee |

All members, including the Chair, will serve a maximum of three consecutive terms of 3 years. This may be extended by the agreement of the Trustee Board where an elected member has filled a casual vacancy part way through the 3 year Synod cycle.

It is not permissible for two members of the Resources and Compliance Committee to be in a close family relationship. When such a situation arises, one will stand aside. If neither party offers then the matter will be determined by the drawing of lots.

*Sub-Committees*

The Assets and Liabilities Committee is a sub-committee of the Committee.

The Committee can set up other sub-committees and working groups as needed to fulfil its responsibilities and will report the existence of any such bodies to the Trustee Board on an annual basis. The Trustee Board can order the closure of a sub-committee or working group where it considers that the work is complete or that the officer and volunteer time requirement is not justified for the particular task or purpose.

*Quorum*

Five members provided that both clergy and lay members are represented within that number and that at least one elected member is present.

*In attendance*

Chief Executive and Diocesan Secretary

Director of Finance

Director of Operations and Governance

Other officers as required on a case by case basis

*Review*

The Board will conduct an annual review of its effectiveness and will from time to time be subject to external review as determined by the Nominations and Remuneration Committee.