

THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

A meeting of the Representative Body of the Church in Wales was held via video conference on 18 November 2021.

Present: Ex Officio members
Chair of the Standing Committee
Dr S Miller

Chairs of the Diocesan Boards of Finance
Bangor: The Venerable M K R Stallard
St. Davids: Mr N C P Griffin
Llandaff: Mr M A Lawley
Monmouth: Mr P E Lea
Swansea & Brecon: Sir E P Silk

Elected members
St. Asaph: Mrs H Wiseman, the Very Reverend N H Williams
Bangor: Dr H Parry-Smith, the Reverend M J Beecroft
St. Davids: Mrs J A P Hayward, the Venerable P R Mackness
Llandaff: Mr G I Moses, the Venerable M Komor
Monmouth: Miss P R Brown, the Venerable J S Williams
Swansea & Brecon: Mr J M Watson, the Venerable A N Jevons

Nominated members
Mr R Davies
Mr Peter Kennedy

Co-opted members
Mr J J Turner (Chair)
Mrs J Heard

Apologies: Apologies were received from Mr Thomas Lloyd.

In attendance: The following members of staff were present: the Chief Executive, the Head of Finance, the Head of Legal Services, the Head of Property Services, the Director of People Services, the Governance Officer, the Executive Assistant and the Director of Operations at St. Padarn's Institute (item 21/54 and 21/55 only).

By invitation: The Right Reverend the Bishop of Bangor, as an observer. Professor Medwin Hughes also attended the meeting as an observer in advance of his co-option to the Representative Body and his appointment as its Chair (item 21/70).

Prayers: Opening prayers were led by the Very Reverend Nigel Williams.

Conflicts of interest: All clergy declared a conflict of interest in relation to item 21/61; all cathedral chapter members declared an interest in relation to 21/64, particularly the allocation of funding to cathedrals within the 2022 budget; Mr Peter Lea declared a conflict of interest in relation to

21/57 as Chair of the Monmouth DBF; Professor Medwin Hughes declared a conflict of interest in relation to items 21/55 and 21/58 as he was Vice-Chancellor of one of St. Padarn's awarding universities; and Mr Rod Davies declared a conflict of interest in relation to item 21/68 as he was acting professionally in the sale of the former Ss. Peter and Paul church, Abercanaid.

Welcome to new Representative Body members

The Chair welcomed the Reverend Miriam Beecroft and Professor Medwin Hughes to their first Representative Body meeting.

The Chair informed the Representative Body that Mrs Helen Jones had stepped down as Chair of the St. Asaph Diocesan Board of Finance and so was no longer a member of the Representative Body. The Chair confirmed he had written to Mrs Jones to thank her for her service to the Representative Body.

Minutes of the meetings held on 14 June and 7 September 2021

21/54

The minutes of the previous meetings were agreed as a true record. Arrangements would be made for the Chair to sign the minutes in due course. Various matters arising from the minutes were noted.

Prevent – annual review of policy and procedures

21/55

The Director of Operations at St. Padarn's Institute reminded the Representative Body that as St. Padarn's was a provider of higher education, it was required to comply with the Prevent duty under the Counter-terrorism and Security Act 2015 to protect students from extremism.

Each year the Representative Body was required to submit to the Higher Education Funding Council for Wales (HEFCW) its Prevent risk assessment and action plan. In addition, an annual accountability return and an annual monitoring data return were required to be submitted to confirm that the Representative Body had exercised its statutory duty under the Prevent legislation, detailing the action taken.

The Director of Operations explained that the Prevent Policy had been reviewed with minor amendments made to reflect changes during the past year.

Discussion followed during which it was suggested that St. Padarn's should make contact with the Vice-Chancellors of the Institute's validating institutions to ensure that there was consistency with their respective Prevent returns.

Following discussion the Representative Body:

- i. Approved the Prevent risk assessment and action plan;
- ii. Approved the revised Prevent Policy;
- iii. Authorised the annual accountability return be signed by the Chief Executive on its behalf for submission to HEFCW;
- iv. Reviewed the Prevent duty monitoring data return prior to its submission to HEFCW as part of the annual return.

The Director of Operations left the meeting.

Risk register 2021

21/56

The Governance Officer introduced the Representative Body's annual review of its risk register item and reminded the trustees that the risk register was reviewed in detail each year, first by senior provincial staff (the 'owners' of the various risks), then by the Audit and Risk Committee, then by the Representative Body itself. The risk register had been updated with all risks and mitigation measures in place reviewed.

Risk management was a standing item on the monthly senior provincial staff meetings which helped keep all aspects of risk and risk management under close review.

Risk management support

During 2021 the Governance Officer and Executive Assistant had undertaken some risk management training sessions with Ecclesiastical Insurance Group (EIG) which explored the concept of risk management, the link between risk management and an organisation's strategy, approaches to managing different risks and different types of risks, as well as discussing the format of the risk register itself. A further session had been held for senior provincial staff which was tailored to their own particular roles as risk 'owners' and as those with responsibility for identifying risks and devising suitable risk mitigation strategies on behalf of the Representative Body.

It was noted that similar training from EIG could be useful for members of diocesan boards of finance, to ensure that knowledge and understanding of risk is spread throughout the Church in Wales's constituent parts.

Risk register developments

As a result of the training provided by EIG and, in consultation with the Audit and Risk Committee, the Representative Body's risk register had undergone a number of developments, points of learning which emerged from the workshop sessions. The changes were made to aid interaction with the risk register in order to make the risks themselves clearer and to allow easier engagement with the mitigation measures to improve awareness and general risk management.

The changes made during the year included:

- Conversion of the risk register to Microsoft Excel to take advantage of that programme's functions which aided searching, filtering, the adding and removing of risks, and generally allowed easier interaction with the document.
- Updating of the way risks were described, including the insertion of an additional 'causes' column to ensure the identified risk, its causes and consequences were as clearly expressed as possible.
- Inclusion of clearer risk categorisation to aid working within the functions of Excel.
- A reduction in the overall size of the risk register by distinguishing between the main strategic risks (for which the Representative Body was responsible) and the other 'operational' risks (which were managed by senior provincial staff), and segregating the two using separate Excel worksheets.

- All risks listed in order of total risk score – the risk with the highest score was at the top of the register with the others ranked in descending order.

While working to move the operational risks to a separate worksheet much merging of risks, de-duplication and general rationalisation was able to be done, meaning the overall size of this has been reduced.

The heatmap – which was introduced during 2020 – was also part of the overall Excel workbook.

Future work

The Governance Officer explained that a number of areas of future work were emerging, including:

- The linking of risk and risk management to the overall objectives and strategy of the organisation. The strategy-related work which was developing as part of the joint meetings now taking place with the Standing Committee and Bench of Bishops would help the Representative Body to have a clearer sense of its own work within that context and therefore its attitude to and appetite for risk clearer.
- Risk appetite was also strongly linked to an organisation's strategic aims so until a clearer sense of Church in Wales strategy is developed undertaking detailed work on risk appetite would be premature. It was clear that a series of risk appetite statements for the RB would be necessary – each dealing with a particular topic or area of operation – as a single one would be overly complex to be useful.
- Preparation of a policy statement-like document articulating the risk identification and management process would be helpful in order to formalise this.
- The preparation of a risk register for the whole Church in Wales was worthwhile as some of the risks currently identified were not risks the Representative Body itself could fully mitigate. Such a document would naturally within the remit of the Standing Committee, though work to consider this in more detail was at a very early stage.

Review by the Representative Body

Discussion of the risk register followed during which it was noted that while no new risks had been identified recent appointments to the people services department had led to reviews of people-related policies and procedures, meaning it was likely further risks would be identified in the near future.

During discussion a number of additional risks were suggested, some of which would be appropriate for inclusion on a wider Church in Wales risk register. The risks discussed included:

- The increasing age profile of key officers at parish level and the risk this posed to the current working of the Church. The Church's ministry and evangelism to the whole of Wales sought to mitigate this risk.
- The risks associated with climate change, including damage to property following extreme weather events as well as the possible financial implications of working towards the Church in Wales's target of being carbon net-zero by 2030. There were also reputational implications if the target were not met.

Also, it was proposed that the risk register was used as a means of driving meeting agendas with certain risks being explored contextually as part of a particular agenda item. This took

advantage of one of the purposes of any risk register which was to ensure that risk management was integrated into working practices.

Summary

Following discussion, the Representative Body noted:

- The risk register for 2021;
- The recent work undertaken to the risk register and the future work planned.

Monmouth Review

21/57

The Chief Executive gave a verbal update on the Review being undertaken into the circumstances surrounding the retirement of the former Bishop of Monmouth, the Right Reverend Richard Pain in 2019. The Review had been commissioned by the Chair of the Representative Body and the Bishop of Bangor. The Review was being undertaken by a small group Chaired by the Right Reverend Graham James, the former Bishop of Norwich.

The Review group had produced a comprehensive report which included a series of 28 recommendations. The Chief Executive explained that it was intended to make the report available to the public but, in order to protect the anonymity of some of the people who participated in the review process, some elements of the report would need to be redacted and the commissioners of the report were currently undertaking this exercise. It was noted that the published report would nonetheless be coherent and provide a meaningful narrative: the commissioners were aware of both the importance of the Review to the wider diocese of Monmouth and the opportunity it provided for lessons to be learned.

The Representative Body noted the situation.

Governance arrangements for St. Padarn's Institute

21/58

The Chief Executive introduced a paper setting out proposals for changes to the governance arrangements at St. Padarn's Institute. Since its inception there had been three aspects to the oversight and governance of St. Padarn's:

- The strategic direction of St. Padarn's lay with the Bench of Bishops;
- Trustee responsibility for and the budgetary arrangements at St. Padarn's lay with the Representative Body;
- As a higher education provider, St. Padarn's needed to function within the highly regulated UK higher education system, something which brought various obligations, inspections and partnership agreements.

The current situation

At its meeting in March 2020 (minute 20/04) the Representative Body had created the Training, Formation and Ministerial Development Committee (TFMD) to respond to the second and third of the above elements, and sought to ensure that the trustee relationship met the standards necessary within the higher education sector. The Chief Executive explained however that this arrangement had meant some difficulties had emerged:

- The bishops had become distanced and their role had become obscured;

- The membership and chairing of the TFMD did not give it the ability to perform the specialist role of overseeing an educational institution;
- The diocesan directors of ministry, who were *ex officio* members of the Committee, found it difficult to speak authoritatively for their dioceses, and therefore there was confusion over where the diocese's voice was heard.
- It was unclear where decisions were made, with the TFMD overlapping with the role of the Representative Body and of the Bench of Bishops - with a danger of decisions being made twice or passed back and forward.

Proposed arrangements

It was proposed that to address these difficulties a revised, clearer and simpler system of governance was adopted, one which:

- Emphasised the role of the Bench of Bishops both to give the strategic direction of St. Padarn's, and to be the place where the voices of the dioceses were heard. The most authoritative diocesan voice in areas of ministry and mission was the bishop's and the Bench was therefore the definitive place where different diocesan priorities could be brought together and a clear agenda for St. Padarn's to be set.
- Provided an expert body, the St. Padarn's Institute Quality and Standards Panel, to hold the Principal and St. Padarn's operation more generally to account on the technical aspects of being a higher education institution. This would give confidence to partners and regulators in the higher education sector on matters that concerned them; and gave expert assurance to the Bench and the Representative Body as to the quality and standards within St. Padarn's.
- Avoided any confusion as to where the trustee responsibility lay by giving clarity about the role and responsibility of the Representative Body and its committees.

The St. Padarn's Institute Quality and Standards Panel would replace the TFMD Committee and would report directly to the Bench. It was proposed that it would be Chaired by a lay person from a senior role within the higher education sector in Wales and the Panel's membership would consist of people with expertise in higher education.

The Representative Body's specialist committees would relate specifically with St. Padarn's on particular operational matters depending on their areas of expertise – in particular the People Committee, the Property Committee, the Audit and Risk Committee and the Finance Committee. The Principal of St. Padarn's would also meet with the Representative Body at least annually provide to provide a report on the activities of St. Padarn's.

Discussion

Discussion followed during which the Representative Body's two members on the TFMD Committee, Paulette Brown and Judith Hayward, expressed strong support for the proposed changes. Closer involvement of the Bench in oversight and the role of an external Chair with specialist expertise were welcomed.

Concern was raised at the potential for the governance and the operational co-ordination of St. Padarn's to become disparate as if a number of different committees were overseeing various areas it was difficult for the Representative Body to get a full and holistic overview of the whole. Such fragmentation was not felt to be helpful. Also, it was noted that the Representative Body would have ultimate responsibility for quality and standards at St. Padarn's and diversifying may lead to oversight that was flimsier. Key to external review would be an

appraisal of the educational character of St. Padarn's so it was felt that a sense of holistic oversight, that was not fragmented, was important.

It was agreed that the minutes of the St. Padarn's Institute Quality and Standards Panel would be provided to the Representative Body and, to reduce the risk of fragmentation, provincial staff would collate all matters within committees' minutes that related to St. Padarn's in order to provide the Representative Body with as co-ordinated a view of St. Padarn's-related activities as possible.

Also, it was felt important that the voice of dioceses on matters relating to St. Padarn's was broader than just that of the bishop. It was noted that membership of the St. Padarn's Institute Quality and Standards Panel had not yet been appointed and the Bench would consider terms of reference and membership in due course.

The Chief Executive explained that a monthly operational-focused meeting known as the Executive Board, which included the Chief Executive, the Principal, the Director of Operations and the ministry bishop (and other senior provincial staff as necessary) also took place to discuss and oversee operational matters and activities. It was suggested that the membership of this expanded to include a trustee.

Summary

Following discussion the Representative Body:

- i. Disbanded the Training, Formation and Ministerial Development Committee with effect from 31 December 2021.
- ii. Supported the creation of the St. Padarn's Institute Quality and Standards Panel, which would be accountable to the Bench of Bishops and be Chaired by an expert lay person and include specialist membership to ensure quality and standards. The minutes of meetings of the Panel would be shared with the Representative Body.
- iii. Invited the People Committee, the Finance Committee, the Property Committee and the Audit and Risk Committee to include operational matters at St. Padarn's as part of their scrutiny activities. A summary report to draw together St. Padarn's-related minutes from each committee would be prepared by provincial staff.
- iv. Confirmed it would meet with the Principal of St. Padarn's at least annually to receive a report on the activities of the Institute. This would be supplemented by a written report from the Principal to each meeting.

Membership of the Representative Body and its committees

21/59

Representative Body membership

The Governance Officer confirmed the changes that had taken place within the Representative Body's membership since its last ordinary meeting:

- Ex officio
 - At its meeting in July 2021 the Standing Committee elected Dr Siân Miller as its new Chair, at which point Dr Miller became a member of the Representative Body *ex officio*.

- Helen Jones had resigned as Chair of the St. Asaph DBF at the Diocesan Conference in October, so had ceased to be a member of the Representative Body at that point. The DBF was yet to appoint a replacement Chair so a vacancy remained.
- The Electoral College to elect the next Archbishop of Wales was due to meet in early December. When elected, the new Archbishop would become a member of the Representative Body, *ex officio*.

- Elected membership

At its meeting in June 2021 the Representative Body had been informed that the Very Reverend Kathy Jones, clerical elected member from the diocese of Bangor, would leave her post in the Church in Wales at the end of June and would accordingly stand down from the Representative Body. The diocese had subsequently elected the Reverend Miriam Beecroft as its clerical representative on the Representative Body.

- Nominated membership

The vacancy within the Representative Body's nominated membership remained following its decision at its meeting in March 2021 to retain this to enable the appointment of an additional member in the future if needed.

Committee membership

The Representative Body was informed of changes to the membership of some of its committees:

- Property Committee

The Very Reverend Kathy Jones's departure had created a vacancy on the Property Committee. The Committee's membership criteria required all dioceses to be represented on the Committee, and there was, at present, therefore no representative from the diocese of Bangor. It was proposed that the Reverend Miriam Beecroft be appointed to the Committee to fill that vacancy.

- Audit and Risk Committee

When the Representative Body agreed the membership criteria of the Finance Committee at its meeting in May 2021 (minute 21/25) it was agreed that there could be no cross-membership between the Finance Committee and the Audit and Risk Committee, in order to ensure distance between the committees' roles. This meant that Mr Mike Lawley, who was previously a member of the Audit and Risk Committee, stepped down from that committee upon his appointment to the Finance Committee, thus creating a vacancy within the Audit and Risk Committee's membership.

Furthermore, Mrs Laura Jones, a non-RB member of the Audit and Risk Committee, had recently resigned from the Committee, creating a second vacancy.

To fill one of the vacancies, Sir Paul Silk had indicated that he would be willing to re-join the Committee. The Representative Body was reminded that Sir Paul had been a member of the Committee until earlier in 2021. The Chair of the Audit and Risk Committee, Mrs Jane Heard,

expressed the committee's gratitude for the work of Mrs Jones during her time on the committee.

One vacancy within the committee's membership remained and work would be undertaken to identify a suitable candidate whose appointment the Representative Body could consider.

- Other committee-related matters

The Representative Body was informed:

- Mr Roger Page, a member of the Investment Committee, would retire during the spring of 2022: work to identify a replacement member for that forthcoming vacancy would be undertaken in readiness.
- The Evangelism Fund Committee remained without a Chair. The Committee had not had to consider any new applications and had used its meetings in 2021 to engage with the projects that had already received funding and are progressing - at which meetings the independent member of the Committee, Geraint Davies, had acted as stand-in Chair. Work to identify a new Chair continued.
- The Investment Committee was working to identify one of its members to join the Ethical Investment Group (EIG) to restore the link between the Committee and the EIG, a link which had not been in place since the death of Mr Lyn James in early 2020.) The EIG advised the Investment Committee on matters relating to ethical investment and the Representative Body's Ethical Investment Policy.
- Summary

Following discussion the Representative Body:

- i. Noted the recent changes in its own membership;
- ii. Appointed the Reverend Miriam Beecroft to the Property Committee, initially for the remainder of the current triennium;
- iii. Appointed Sir Paul Silk to the Audit and Risk Committee, initially for the remainder of the current triennium; and
- iv. Noted the vacancies on its other committees.

People Committee powers and duties

21/60

Background

The Governance Officer explained the People Committee had been closely involved in work to review and reform the arrangements to provide governance oversight of safeguarding-related work within the Church in Wales. Concern had been raised at the number of bodies within the provincial structure that had responsibility for oversight of different components of safeguarding function – a total of seven, including the Standing Committee, the Provincial Safeguarding Panel, the People Committee and the Safeguarding Advisory Group (a sub-group of the People Committee). This was concerning because of the risk of confusion and lack of clarity this would create around decision-making and accountability.

The Standing Committee had therefore accepted a proposal at its meeting in July 2021 to streamline the overall safeguarding governance and consolidate to a single Safeguarding Committee - which would be a committee of the Standing Committee – and approved its

membership criteria, powers and duties. This committee would take over responsibility for reviewing safeguarding policy and procedure and managing the content and requirements for safeguarding training.

Safeguarding was clearly a function of the whole Church in Wales and its oversight by the Standing Committee, directly on behalf of the Governing Body, created a clear demonstration of its provincial operational status. The Chair of the Safeguarding Panel, Mr Tony Young, would also Chair the Safeguarding Committee.

People Committee

The creation of the Safeguarding Committee had an effect on the role and duties of the People Committee: the Safeguarding Committee would take responsibility for the provision of governance and scrutiny of safeguarding-related operations; would provide advice on safeguarding policy, procedures and working practices; to ensure safeguarding function was consistent with the statutory framework; and would develop and monitor safeguarding training.

The Representative Body therefore considered updating the People Committee's powers and duties to reflect the formation of the Safeguarding Committee and the establishment of its powers and duties. The People Committee's powers and duties are appended as annex I with the proposed changes highlighted in yellow.

Membership

Three members of the People Committee who had been appointed specifically for their safeguarding knowledge and expertise had stepped down and had been appointed to the Safeguarding Committee accordingly. These transfers of membership had therefore created three vacancies on the People Committee, in addition to the one vacancy the Committee already carried.

The People Committee would consider its membership requirements as it was possible the current overall size of 10 members was no longer necessary. It was confirmed the Committee's other membership criteria - of RB and lay majorities - were satisfied by the remaining membership.

Summary

The Representative Body:

- Noted the establishment of the Safeguarding Committee and that it would be a committee that reported to the Standing Committee;
- Approved the proposed changes to the People Committee's powers and duties;
- Noted the changes to the membership of the People Committee.

Clergy Pension Scheme segregation

21/61

[Redacted from public minutes – confidential business].

Parochial fees – services of blessing

21/62

The Head of Legal Services informed the Representative Body that at its meeting in September 2021 the Governing Body had passed a bill which approved for use, on an experimental basis, liturgy for a service of blessing for couples of the same sex who had married or entered into civil partnerships in civil ceremonies. These unions could now be blessed in churches.

A standardised fee for services of blessing was first introduced by the Representative Body in 2017 and, following the Governing Body's recent decision, needed to be amended to include the new service of blessing for same-sex couples. Parochial fee levels for 2022 had been agreed by the Representative Body at its meeting in June 2021 (minute 21/44).

It was noted that the fee arrangements for blessings of same-sex marriages or civil partnerships must be the same as blessings of marriages of couples of the opposite sex to avoid being discriminatory.

The table of fees, with the proposed alterations to represent the updated position, is set out below:

Marriages <u>Description</u>	Ministry fee <i>(payable to the officiating minister)</i>	Church fee <i>(payable to the PCC)</i>	Total fee
Marriage service <i>(including fee for publication of Banns)</i>	£ 200	£ 270	£ 470
Marriage Service of Blessing (following a Civil Marriage or Civil Partnership)	£ 200	£ 220	£ 420
<i>Where Banns are called outside the parish where the marriage service will take place</i>			
Publication of Banns <i>(to include certificate of Banns)</i>	£ -	£ 40	£ 40

No changes were proposed to the ability of a minister to waive fees in appropriate circumstances, in accordance with the Representative Body's published guidance.

Discussion followed, during which it was felt that the differential between the total marriage service fee and the total fee for a service of blessing should be within the ministry fee rather than the church fee. Officiating at marriage services involved a greater level of work and responsibility than officiating at services of blessing and the ministry fee should reflect this.

In response to this observation, it was agreed the People Committee would re-examine the fee levels as part of its usual annual review of parochial fees in 2022.

Summary

Following discussion, the Representative Body approved the proposed amendments to the marriage fee structure for 2022.

Three guiding principles for financial matters

21/63

Mrs Hilary Wiseman, Chair of the Finance Committee, reminded the Representative Body that at its meeting on 4 March 2021 (minute 21/09), the Representative Body discussed a paper which contained proposed principles to guide expenditure decisions, which were to:

1. Keep budgeted expenditure within the agreed distribution rate.
2. Adhere to the principle of intergeneration fairness when authorising project expenditure.
3. Pivot expenditure plans towards stimulating growth and improving organisational effectiveness.

At its meeting in November 2021, the Finance Committee had discussed these principles and how they interrelated with its oversight work and had worked to refine them in the light of that experience. The result created a statement to articulate the Representative Body's intentions when making financial-related decisions.

The Committee proposed the following statement, based on the principles agreed in March:

The trustees of the Representative Body wish to resource the Church in Wales in a way that stimulates it to grow and to flourish. They will prioritise the provision of well-planned financial support for the dioceses, their mission and ministry areas, cathedrals and bishops which is significant, sustainable and strategically focused.

To ensure this, they will:

1. *Produce expenditure plans that:*
 - a. *Prioritise numerical and spiritual growth.*
 - b. *Improve missional and organisational effectiveness.*
 - c. *Include mechanisms to assess outcomes against objectives.*
2. *Ask questions about consequences for future generations and the environment when making project expenditure decisions.*
3. *Keep structural expenditure within prudent budget parameters.*

During the following discussion it was felt that stewardship (which was implicit in the third principle) should be made explicit.

Following discussion the Representative Body approved the three principles as presented by the Finance Committee, pending an edition to make reference to stewardship explicit.

Budget 2022

21/64

The Head of Finance introduced the proposed provincial budget for 2022, a detailed budget commentary, the ten-year forecasts and the total return assumptions. The budget included an income and expenditure deficit of £12.7million.

The Head of Finance also drew the Representative Body's attention to the major variances between the 2021 and the 2022 budgets. These included:

- An additional £3.7million towards the contributions to the Clergy Pension Scheme.
- A decrease in the Block Grant contribution of £2.6million, resulting from the review of the funding arrangements for the Clergy Pension Scheme and the transferral of the liability for the current clergy pension contributions to the Representative Body.
- An increase of £320,000 to bishops' costs including:
 - £100,000 in the 2022 budget for a fully resourced office for the Archbishop, including funding for the possibility of appointing an assistant bishop;
 - Lambeth Conference costs of £45,000;
 - An additional £33,000 for repairs to bishops' houses.
- An additional £318,000 towards the funding of cathedrals. (The Representative Body was reminded that at its meeting in June 2021 (minute 21/39) it had agreed to provide administrative support funding for cathedrals in line with the recommendations within the cathedrals working group's report.
- An additional £386,000 towards support costs including:
 - Additional staff posts (including on costs)
 - ICT costs, including costs of the Darktrace network protection, the costs of the project to digitise paper records and the costs of the provision of software for the membership and finance database.
- An additional £7.7million in exceptional expenditure, which included the allocation of a further £6million to the Evangelism Fund and an allocation of £1.5million towards cathedrals funding, specifically for building repairs.
- An additional £165,000 towards the capital building costs of St. Padarn's Institute.

The Representative Body was informed that a legacy of £540,000 had been received and the Finance Committee had proposed this was transferred to a designated climate change fund and be used to continue the employment of the Climate Change Champion beyond the current two-year term of her employment.

Discussion

Discussion followed during which it was queried whether there was a communications plan for communicating the increase in Representative Body staffing to the rest of the Church in Wales as poor communication of this could lead to reputational damage for the Representative Body within the rest of the province. It was agreed the Chief Executive would attend meetings of each Diocesan Board of Finance to discuss the provincial budget for 2022 and explain the increases to provincial staff resources.

The costs associated with the Archbishop's office were discussed with it being noted that the budget included for a fully staffed and properly resourced office for the Archbishop. This was to ensure the Archbishop was properly equipped to fulfil both the role and responsibilities of Archbishop while ensuring the Archbishop's diocese continued to be properly served and led. The budgeted costs included the post of Archbishop's Support Officer, chaplain and an assistant bishop. Use of the resources (including exactly how episcopal support could be

arranged and provided) would be a matter of discussion with the new Archbishop when elected.

It was also queried to what extent the conversion of clergy houses to help meet the net zero target would be funded directly by the Representative Body. The Head of Property Services noted that most work would be directed through diocesan improvement funds, funds which were funded directly through the sale of property rather than being provisioned from the Representative Body's budget.

Summary

Following discussion, the Representative Body:

- Approved the transfer of the £540,000 legacy to a designate climate change fund to fund the employment of the Climate Change Champion;
- Agreed communication of the budget would be arranged with diocesan boards of finance, supplemented by the Chief Executive attending DBF meetings to discuss the budget if desired; and
- Endorsed the proposed budget for consideration and approval by the Standing Committee.

Diocesan financial robustness

21/65

The Chief Executive explained a letter had been received from the Swansea & Brecon Diocesan Board of Finance concerning the diocese's current financial status: the letter had also been discussed by the Finance Committee at its meeting in November 2021.

The Head of Legal Services had considered the matter of diocesan insolvency and had briefed the Representative Body on the likely chain of events if a diocese (or, specifically, the DBF) were to become insolvent and what steps the Representative Body should be prepared to take if such a circumstance were to arise.

Discussion followed. It was noted that the Representative Body was transparent with its financial activities but DBFs were less so, resulting in fewer opportunities for the Representative Body to detect financial problems within DBFs. Greater transparency between the DBFs and the Representative Body was supported.

Following discussion, the Representative Body noted the situation and requested a mechanism by which the DBFs could keep the Representative Body abreast of their financial situations, possibly on a quarterly basis, be developed for consideration.

Budget 2023

21/66

Mrs Hilary Wiseman, Chair of the Finance Committee explained that the budget assumptions and allocations were generally set well into each year with there being little opportunity for discussion. The Finance Committee had proposed therefore that it would be beneficial to begin considering the 2023 budget at this point to ensure that key areas were reviewed and challenged with rigour, using the three guiding principles agreed earlier in the meeting (item 21/63) as a starting point.

Beginning the process of budget preparation early was supported as it was felt to be important to include adequate time for proper and detailed consideration of expenditure to allow the budget to be set from a broader perspective than just that of the Representative Body.

It was felt that examining budget needs within the context of a range of total return distribution rate scenarios and how the financial position would be affected by each. This would help develop an overall understanding of the Representative Body's portfolio and how the assets would respond to various levels of spending.

The Representative Body was keen to support the commencement of a process of fundamentally reviewing the major parameters of the provincial budget, using the three guiding principles as a starting point. This would aim to foster an intentional and policy-led approach to the use of income and reserves, to focus expenditure on the main strategy of the Church in Wales and ensure cost effectiveness in expenditure.

To begin this work to discuss a strategy to underpin the 2023 budget, a joint meeting of the Investment Committee, the Audit and Risk Committee and the Finance Committee would be arranged.

Report on the 2020/21 additional financial support allocated to dioceses 21/67

The Head of Finance drew the Representative Body's attention to the individual reports from the dioceses outlining how the additional COVID-19 financial support provided by the Representative Body during 2020 and 2021 had been used.

The Representative Body noted the reports.

Sales of consecrated property 21/68

In accordance with Chapter III, section 23(2) of the Constitution, the Representative Body authorised the sale of the following consecrated property:

- A.225 The former St. Paul's Church, Dolfor
- A.235 The former St. Michael's Church, Llanfihangel yng Ngwynfa
- B.216 The former St. Cwyfan's Church, Tudweiliog
- D.414 The former St. Justinian's Church, Llanstinan
- L.367 The former Ss. Peter & Paul Church, Abercanaid

Other business 21/69

The Head of Legal Services informed the Representative Body that a recent employment tribunal had found in favour of the Representative Body. The costs of defending the case were covered by legal expenses insurance. The Chief Executive and senior provincial staff would work to assess what lessons could be learned from the case.

At this point of the meeting Mr James Turner formally resigned as a member of the Representative Body and as its Chair. Mrs Hilary Wiseman, as deputy-chair, took the Chair of

the meeting accordingly and led a tribute to Mr Turner thanking him for his service both to the Representative Body and the wider Church in Wales.

Appointment of Chair

21/70

Professor Medwin Hughes left the meeting.

The deputy-chair reminded the Representative Body that at its meeting in September 2021 (minute 21/49) it had unanimously endorsed the recommendation that Professor Medwin Hughes be appointed as the next Chair of the Representative Body following the completion of a public recruitment process.

Mrs Wiseman confirmed Mr Turner's resignation had given rise to the following vacancies:

- Within the Representative Body's co-opted membership category;
- In the Chair of the Representative Body; and
- Within the RB membership of the Investment Committee.

It was therefore proposed that Professor Medwin Hughes be co-opted to the Representative Body and appointed as its Chair, initially for the remainder of the current triennium.

It was also proposed that Professor Hughes be appointed to the Investment Committee to replace Mr Turner. It was noted the Committee's membership criteria required at least two of its members to also be members of the Representative Body. Professor Hughes's appointment to the Committee would restore this.

Following discussion, the Representative Body:

- Co-opted Professor Medwin Hughes to its membership initially until the end of the current triennium;
- Appointed Professor Hughes as Chair initially until the end of the current triennium; and
- Appointed Professor Hughes to its Investment Committee initially until the end of the current triennium.

Professor Hughes returned to the meeting and was welcomed to the Representative Body and congratulated on his appointment as Chair. He took the Chair for the remainder of the meeting.

Use of the Representative Body Seal

21/71

It was reported that the Representative Body Seal had been used from numbers 36737 to 36789 inclusive. As the meeting took place by video conference it was not possible for members to inspect the Seal Register in the usual way. Photographs of the relevant pages of the Seal Register were available on request.

Deemed business

21/72

The Representative Body noted the minutes of committee meetings that had taken place since its last ordinary meeting in June 2021.

Next meeting

The Chair confirmed the Representative Body's next ordinary meeting was scheduled to take place on Thursday 31 March 2022.

Closing prayers

The Venerable Jonathan Williams closed the meeting with prayer.

COMMITTEE POWERS AND DUTIES

Name of committee	People Committee								
Current Chair	Mr Peter Kennedy								
Provincial staff contact	Director of People Services								
Date of issue									
Purpose of committee	To develop and oversee policies affecting the Representative Body's employees, clergy office holders and volunteers within the Church in Wales.								
Accountability	The People Committee is accountable to the Representative Body and reports its business to each meeting of the Representative Body, either for approval or for information.								
Membership	<p>The People Committee is made up of:</p> <ul style="list-style-type: none"> • Up to 10 members; • The majority of members shall also be members of the Representative Body; • The overall majority of members shall be lay people who are appointed for their human resources and/or safeguarding expertise. • A bishop. <p>The Chair of the Committee is appointed by the Representative Body at the beginning of each triennium of membership.</p> <p>The Committee will be invited to select its own deputy-chair at the beginning of each triennium of membership for report to the Representative Body.</p>								
Current membership	<p>(Up to 10 members with RB and lay majorities)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"><i>Chair</i></td> <td>Mr Peter Kennedy</td> </tr> <tr> <td><i>Other RB members</i></td> <td>Mr Nick Griffin Mrs Hilary Wiseman Mr John Watson</td> </tr> <tr> <td><i>Other members</i></td> <td>The Right Reverend Gregory Cameron Mrs Barbara Harding</td> </tr> <tr> <td><i>Vacancies</i></td> <td>Four</td> </tr> </table>	<i>Chair</i>	Mr Peter Kennedy	<i>Other RB members</i>	Mr Nick Griffin Mrs Hilary Wiseman Mr John Watson	<i>Other members</i>	The Right Reverend Gregory Cameron Mrs Barbara Harding	<i>Vacancies</i>	Four
<i>Chair</i>	Mr Peter Kennedy								
<i>Other RB members</i>	Mr Nick Griffin Mrs Hilary Wiseman Mr John Watson								
<i>Other members</i>	The Right Reverend Gregory Cameron Mrs Barbara Harding								
<i>Vacancies</i>	Four								
Quorum	Half of all appointed members present, plus one.								

Review	<p>The powers and duties for the People Committee will be reviewed by the Representative Body at the beginning of each triennium of membership.</p> <p>The powers and duties were last reviewed in March 2021.</p> <p>The powers and duties will be next reviewed in March 2024.</p>
Working methods	<p>The People Committee will ordinarily meet three times per year.</p> <p>An agenda, papers and supporting documentation for each meeting will be circulated to members a week before the date of the meeting, either by email or by post.</p> <p>Non-members may be invited to attend meetings and may be invited to speak: non-members may not vote.</p> <p>Committee meetings will be attended by relevant provincial staff who will provide meeting support. Minutes will be taken of all Committee meetings with any points of follow-up action and matters arising monitored and referred to other bodies as necessary.</p>
Sub-groups	<p><i>The Committee has no sub-groups for which it is responsible.</i></p> <p>The Committee has one sub-group, the Safeguarding Advisory Group.</p> <p>The Safeguarding Advisory Group reports to the People Committee at each meeting and provides an annual report to the Representative Body.</p>
Chair's action	<p>The People Committee's Chair may authorise:</p> <ul style="list-style-type: none"> • Clergy retirements on the grounds of ill health; • Payments of clergy death-in-service entitlements; • Payments of clergy death-in-service entitlements where the cleric has additional voluntary contribution (AVC) benefits; • Payments of lump-sums to clergy in cases of serious ill health; • Clergy housing loan payments; • Pension enhancements to clergy under the ill health enhancement scheme; • (In urgent circumstances) changes to the Church in Wales's Safeguarding Policy required to maintain compliance with statutory regulations; and • Requests for application of the Market Supplement Pay Policy. (Ordinarily, such requests would be raised with the People Committee when a job was designed but, in exceptional circumstances, if it became necessary during the course of negotiations with a successful candidate, the Chair would be approached to authorise any supplement to the advertised salary.)
Provincial staff attendance	<p>Ordinarily, the following members of provincial staff will be present at People Committee meetings: the Director of People Services, the Safeguarding Manager and the Head of Finance. The Chief Executive also has the right to attend Committee meetings.</p>

Definition of powers and duties

Powers	<p>Subject to overall policies, objectives and budgets set by the Representative Body, the People Committee shall have the following powers:</p> <ol style="list-style-type: none"> 1 To consider cases of incapacity involving clergy or employees referred by the diocesan bishop or Chief Executive respectively, and to take appropriate action to resolve such cases within the overall policies of the Representative Body and the requirements of the Constitution and Canons of the Church in Wales. 2 To administer death-in-service payments provided through the Clergy Pension Scheme. 3 To appoint an Appeals Panel in accordance with the disciplinary procedure and grievance procedure of the Representative Body of the Church in Wales. 4 To appoint the employer-nominated trustee to the Representative Body Staff Pension Scheme. 5 To provide independent governance, scrutiny and expert advice on the development, implementation and review of a robust Provincial Safeguarding Strategy. 6 To fulfil the role of 'critical friend' in offering advice and challenge to the provincial safeguarding team. 7 To undertake quality assurance and audit activity, including by commissioning independent external audit.
Duties	<p>The Committee shall consider and make recommendations to the Representative Body on the following areas:</p> <ol style="list-style-type: none"> 1 Policies which affect volunteers, clergy, and employees of the Representative Body in line with the specific legislation that applies to each group and good practice and which support the strategic objectives of the Church in Wales. 2 The level of clergy stipends and staff salaries. 3 The terms and funding of the pension schemes for clergy and staff respectively. 4 Fees and/or expenses of office or employment for bishops, clergy and staff. 5 The Clergy Retirement Housing Loan Scheme and other loan schemes provided for clergy.

- 6 Overall responsibility for the Representative Body's staff resource requirements, terms and conditions of employment and recruitment of employees of the Representative Body.
- 7 Recommendations to award a market supplement allowance under the Representative Body's Market Supplement Pay Policy.
- ~~8 Provision of assurance to the Governing Body, Representative Body, Archbishop, bishops and senior officers that the Church in Wales has clear and effective safeguarding policies, procedures, guidance and operational working practices that are consistent with the statutory framework for safeguarding in Wales.~~
- ~~9 Contribution to the development, delivery, monitoring and review of an effective provincial safeguarding training strategy, including aims, learning outcomes and course content.~~
- ~~10 The requirement to consider and be mindful of the needs of victims and survivors, especially in relation to abuse perpetrated by clergy or church officers.~~

The Committee shall also consider such matters as are referred to it by the Representative Body.