

## 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 24 November 2022.

**Present:** Ex officio members  
Archbishop of Wales  
The Most Reverend A T G John

*Chair of the Standing Committee*  
Dr S Miller

*Chairs of the Diocesan Boards of Finance*

St. Asaph: Mrs S Allin  
St. Davids: Mrs H Evans  
Monmouth: Mr P E Lea

Elected members

St. Asaph: The Very Reverend N H Williams, Mrs H Wiseman  
Bangor: Dr H Parry-Smith, the Reverend M 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  
Swansea & Brecon: The Venerable A N Jevons, Mr J M Watson

Nominated members

Mr P Kennedy

Co-opted members

Professor M Hughes (Chair)  
Mrs J Heard

**Welcomes:** The Chair welcomed the Archbishop to his first ordinary meeting since his election as Archbishop, and Mrs Hazel Evans, recently elected as Chair of St Davids Diocesan Board of Finance, and, in his absence, the Venerable John Harvey recently elected the Chair of Bangor Diocesan Board of Finance.

The Chair noted the Venerable Jonathan Williams had recently resigned as a member of the Representative Body and thanked him for his long service to the Representative Body. The Chair also acknowledged the recent retirement of Mr Nick Griffin as Chair of the St. Davids Diocesan Board of Finance, and consequently from the Representative Body. It was also noted Dr Siân Miller, would shortly be leaving the province, and this was her final meeting.

**Apologies:** Apologies were received from the Venerable John Harvey, Mr Rod Davies and Mr Thomas Lloyd.

**In attendance:** The following members of staff were present: the Chief Executive, the Head of Finance, the Finance Manager, the Head of Legal Services, the Head of Property Services, the Director of Operations at St Padarn's Institute (item 22/44) the Climate Change Champion

(item 22/45) the Governance Officer and the Governing Body Officer.

**Prayers:** Opening prayers were led by the Archbishop.

**Conflicts of interest:** Item 22/44 - Professor Medwin Hughes declared an interest as he was Vice-chancellor of one of the universities that validated courses at St. Padarn's Institute, although he was not personally involved in this work.  
Item 22/48 - The Venerable Paul Mackness declared an interest in the item, as a potential recipient.  
Item 22/51 - Mrs Jane Heard declared an interest, as the Chair of the Audit and Risk Committee, and a probable appointee to the group proposed.

### **Prevent – annual review of policy and procedures** 22/44

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 two points were noted:

Current Prevent training was now provided by the Home Office.

The Validating Universities did not consider the Prevent duties to be part of the validating agreement.

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.

### **Net zero carbon framework** 22/45

The Climate Change Champion was welcomed to the meeting.

The Head of Property Services gave the Representative Body a progress report on the Net Zero Carbon Framework's three immediate recommendations, approved by the Governing Body in April 2022, and reported to the Representative Body at its June meeting.

The report also covered project momentum and the likelihood of the Church in Wales reaching net zero by 2030 based on current actions, uptake and collaborative input.

#### Recommendation One: Train People Well

*The Representative Body will offer externally delivered carbon literacy training to key church people.*

Four of the six Carbon Literacy training sessions had been delivered by the Centre of Alternative Technology (CAT) and the two remaining were scheduled for completion by the beginning of December. The training, aimed at key church leaders and influencers, had been well attended. It was noted that the submission rate of pledges for further substantive action following the training was less satisfactory. Each participant was expected to submit two verifiable carbon pledges (actions) to CAT in order to be recognised as "carbon literate".

While the current training had been targeted at church influencers and delivered externally, it was intended that further face-to-face, in-house training sessions would be provided next year to those taking action 'on the ground' particularly Ministry Area Leaders.

In addition to the Carbon Literacy training, an online Climate Leaders Programme would be promoted to church people and congregations across Wales, arranged with Tearfund.

#### Recommendation Two: Audit Buildings Well

*The Representative Body will fund one energy audit per church, and to scope a regularised energy-audit format as guidance for use across the Church in Wales.*

Energy audits had been so far largely focused on churches and associated buildings in Llandaff and Monmouth dioceses. The energy auditors, Inspired Efficiency, were scheduling audits of Bangor and St. Davids cathedrals, but there was a lengthy delay between enquiry and the audit being undertaken.

#### Recommendation Three: Measure Energy Well

*The Representative Body will provide access to the electronic, online Energy Footprint Tool (EFT) for all churches and cathedrals.*

The Energy Footprint Tool was currently being tested by churches in the diocese of St Davids.

This approach would be assessed before launching the tool across the Province next year. The expectation was for churches to make an annual return thereafter and be able to monitor their progress towards net zero year-on-year.

The Representative Body noted that the net zero project was well into its second year and realistically, thus far, limited meaningful progress in its ambition to reach net zero by 2030 had been made.

Despite best efforts, the initiatives reported make a small contribution to net zero unless decision making bodies changed behaviours. Much greater momentum and more radical changes to church operations would be collectively needed with seven years remaining to achieve the Governing Body's goal.

The Representative Body recognised that the concept needed to become more embedded in church life, similar to the central place occupied by safeguarding and data protection.

The Representative Body also affirmed the pivotal role of the archdeacons to set the example and help churches to consider a proactive and timely programme of heat source review.

The Representative Body noted the situation. The Climate Change Champion left the meeting.

## **Closed churches**

22/46

The Head of Property Services reported that the Property Committee had considered a strategy for closed churches and the future closure of churches.

It was estimated that around 300 churches may close in the next ten years in addition to the 97 churches currently in the care of the Representative Body. Around 60% of these would be sold and 20% retained as pilgrim churches.

It was noted that the remaining around 20% of churches that close would be difficult to find a new use for and therefore would remain in the care of the RB long term.

Closed churches represented an ongoing financial liability for the RB as such buildings took time to sell, might not be saleable or achieve very low values. Transfers to community groups, while positive for mission were often negative for cash flow. The recommendations of the Property Committee sought to address the cost implications in addition to making other improvements to the process. Costs for closed churches until disposal were recouped at disposal but not all costs could be recovered.

The Representative Body adopted in principle the below recommendations from the Property Committee so that after discussions with Dioceses, implementation could be planned. It was suggested church sale proceeds could be used to fund environmental related developments to other church buildings to aid the move to net zero.

In discussion, the importance of dioceses planning closures was endorsed.

All closures needed to be carried out strategically, based on mission, and with good community engagement early on in the process.

The positive side of closures should be explored as part of diocesan missional strategies, including looking at alternative uses for churches.

It was noted that Pilgrim churches in particular had a valuable role to play, and it was suggested not to close a church without exploring this missional possibility, to be accompanied by ongoing monitoring.

The Representative Body agreed:

1. That prior to a decision to close, a process of discerning preferred outcomes linked to public consultation should be undertaken by Dioceses and Ministry Areas in conjunction with the Representative Body. Public consultation to share plans with the wider community and to explore whether church buildings could move into some form of community use should be part of that process.
2. To support 1, the Representative Body would develop a suite of options and standard heads of terms for the transfer of buildings to communities.

3. That for those buildings that remain and for which a new future cannot realistically be found in the medium to long term, the Representative Body will seek to maintain them in reasonable condition and enable low key 'pilgrim church' use in partnership with the Ministry Area, Diocese and wider community.
4. That the Representative Body's share of net sale proceeds be increased to 25% to enable the Representative Body to maintain church buildings where sale or an alternative use cannot be found. This share should be kept under review as true costs are known.
5. That the Ministry Area's share of sale proceeds would continue to have priority over the diocese and be held in a Diocesan Church Improvement Fund to be allocated by the Diocese for works to church buildings in the Diocese (and owned by the Representative Body) to further mission and growth, with the Ministry area having a priority call on the funds.
6. That the future management of churchyards is more fully considered as part of the discernment and closure process.

### **Overview of the Common Investment Fund**

22/47

The Head of Legal Services led a presentation setting out the types of trust funds held within the Common Investment Fund and on work being undertaken to review and rationalise management of the trusts. The Common Investment Fund was a collective investment scheme that had been approved by the Charity Commission in December 2008 for holding funds for any charity for which the Representative Body was trustee.

It was noted that there were 1925 individual trusts with an annual income of £909, but distribution of trusts was not linear, which took a significant amount of staff time to administer, work currently undertaken at no cost to the trusts.

The review had noted that some of the smaller trusts cost more to run each year than funds generated by their annual income and it was possible that trusts with similar purposes could be merged, following consultation with the Charity Commission. Some trusts with small annual income could be paid out and closed.

It was noted that some stipend trusts, set up historically for the purpose of augmenting particular stipends, and some compensation trusts set up in the 1930s following disestablishment with the purpose of chancel repair were less relevant today.

A clear action plan would follow in due course, first scrutinised by the Finance Committee, the Audit and Risk Committee, the Trusts Sub-committee and the Property Committee, to return to the Representative Body itself with formal recommendations for discussion and decision following comprehensive consultation.

### **Clergy Pension Scheme – update**

22/48

[Redacted from public minutes – confidential business.]

### **Monmouth Review Implementation Group**

22/49

The Chief Executive introduced a report updating the Representative Body on the work of the Monmouth Review Implementation Group.

Since the last Representative Body meeting the Monmouth Review Implementation Group had met on 26 September 2022.

#### Governing Body, September 2022

At the Governing Body's meeting in September two matters that related to the Monmouth Review were discussed and approved.

The Dignity Charter, which had been prepared in consultation with the People Committee, stemmed from recommendation 6.8 of the report and the establishment of a dignity at work policy. The Governing Body had endorsed the Dignity Charter as provincial policy, which was available in both languages and published on the Church in Wales website.

The Governing Body also endorsed terms of reference prepared for the Bench of Bishops in consultation with the Implementation Group.

#### Safeguarding-related recommendations

The Implementation Group had met with the Director of Safeguarding and discussed the several recommendations which related to safeguarding. The triage system of safeguarding, human resources and legal department staff (as well as any other relevant staff) meeting regularly to discuss all people-related casework was noted as working well.

The triage meeting was an important process as it also touched on a number of other matters relating to other recommendations within the Monmouth Review report, including the receipt of disciplinary or grievance complaints against clerics or lay officers and the receipt of investigation reports.

One of the recommendations (recommendation 6.6) referred to those who were 'vulnerable in a church context'. Training and the development of safeguarding awareness was important to ensure people in ministry areas were able to recognise genuine safeguarding incidents and know when to seek assistance from provincial safeguarding staff.

An awareness of relationships within the Church, and the significance of power and authority in such relationships were noted. The Implementation Group had suggested that the Bench considered clarification and definition of abuse of power, psychological abuse and spiritual abuse. Work had been specifically commissioned to consider spiritual abuse.

#### Confirmation of implementation

The Implementation Group discussed signing off recommendations within the Review report to confirm the work undertaken to implement the recommendations was suitable and satisfactory.

To sign off a recommendation the Implementation Group would present it to the governance body (Bench of Bishops, Representative Body, Standing Committee or the Governing Body) most appropriate to the recommendation concerned.

The Representative Body noted the report of the implementation group.

## **Risk Register 2022**

22/50

The Representative Body reviewed its Risk Register in detail annually, first by senior provincial staff (the 'owners' of the various risks), then by the Audit and Risk Committee - which undertook its review of the entire risk register at its meeting on 29 September – and finally by the Representative Body itself.

Regular checks and changes to the Register were made by staff during the year and the Audit and Risk Committee had also looked at the register.

The Representative Body received a report on risk management-related work undertaken since the last review of the risk register with the updated full risk register.

The Representative Body engaged with the most significant risks on the register and in recent years this was defined as any risk with a total score of 12 or above. Those risks with a lower score were managed by provincial staff and reviewed by the Audit and Risk Committee.

When the Audit and Risk Committee reviewed the risk register at its meeting in September it contained a total of 18 risks with a total score of 12 or above. The Committee felt that the Representative Body needed to focus on the most significant risks and so only risks with a total score of 15 or more should be reviewed by the trustees.

In 2022 two new risks were added to the risk register on the advice of the Audit and Risk Committee. These related to rising inflation and the ten-year plan and were added as they represented significant financial implications for the Representative Body and its present and future operations.

### Church in Wales Risk Register

The Representative Body was aware that the concept of a Church in Wales risk register had been discussed previously. Some of the risks in the Representative Body's risk register were risks that the Representative Body itself could not mitigate, for example decline in church attendance and an inability to recruit sufficient clergy were risks to the wider church.

A preliminary draft of a Church in Wales risk register was discussed initially and would be further developed with the intention to present it to the Governing Body in September 2023.

In discussion, it was agreed to request dioceses to share their risk assessments with the Audit and Risk Committee to try to minimise duplication.

## **Distribution of Representative Body funds – governance arrangements**

22/51

The Chief Executive reminded the Representative Body that at its meeting in June 2022 (minute 22/16) it had agreed to allocate £100million over ten years to focus on the stimulation of growth. A further £37million over ten years had been allocated to support core operational activities. The governance arrangements for the distribution of those allocations of funding had been discussed by the Representative Body at its extraordinary meeting in October 2022 (minute 22/43). The Chief Executive introduced a paper setting out proposals for such arrangements.

The principal role of the Representative Body was to ensure that the rate at which the funding allocated was released was wise in terms of cashflow, particularly given the present volatility in

the stock market and wider financial landscape. Releases of funding should be in line with the recommendations of the Investment and Finance committees, on advice from the Audit and Risk Committee and the Representative Body's investment managers. It was envisaged that the Finance Committee would be the forum where detailed preparatory work would be undertaken, reporting regularly to the Representative Body itself.

### Church Growth Fund

The £100million fund would be known as the Church Growth Fund and its use would be overseen by the Church Growth Fund Allocation Group. The proposed membership of the Group was set out:

- The Archbishop of Wales (Chair)
- The Chair of the Representative Body
- The Chair of the Representative Body's Finance Committee
- The Chair of the Representative Body's Audit and Risk Committee
- The Chair of the Standing Committee
- An archdeacon (to be nominated by the archdeacons' group)
- A cleric or lay person with extensive experience of Evangelism and Church growth from another Anglican province or trinitarian denomination (to be nominated by the Bench)
- A cleric from the Church in Wales who was the leader of a growing church (to be nominated by the Bench)
- A member elected by the Governing Body of the Church in Wales with experience in a growing church (to be elected by the Governing Body)
- The present Chair of the Evangelism Fund Committee
- The Chief Executive

It was proposed the Church Growth Fund Allocation Group would be tasked with the following areas of work:

- a) To design a funding application procedure which:
  - Established bid parameters and guidelines;
  - Balanced rigour, clarity and simplicity;
  - Set out, with clarity, the types of expenditure in scope for support;
  - Included periodic review of that procedure.
- b) To assess applications and make grant decisions within budget parameters set by the Representative Body and monitored by the Finance Committee;
- c) To monitor, audit and challenge supported projects and, where necessary, prune or terminate unfruitful work.

### Distribution of Funds Review Group

The £37million fund would be known as the Structural Resilience Fund, which was anticipated to be provided to dioceses in addition to streams of funding already established, including the Partnership Funding (known previously as the Block Grant), direct funding to cathedrals and smaller grants for specific areas of work. It was proposed that the structures by which the provision of regular funding, and new funding from the Structural Resilience Fund, were made were reviewed. To do this, a short-lived group known as the Distribution of Funds Review Group would be established and asked to:

- a) Consider how annual allocations of funding (both existing and proposed) could be rationalised;
- b) Establish objective criteria for fair and long-term annual distribution of such funds across the dioceses, including a periodic review process;
- c) Identify a process of review by the Representative Body and dioceses to ensure that resources were being used as efficiently as possible - including shared and targeted service provision.

It was proposed membership of the Distribution of Funds Review Group consisted of:

- All members of the Finance Committee;
- A diocesan secretary (nominated by the diocesan secretaries);
- A dean (nominated by the cathedral deans); and
- A diocesan finance officer (nominated by the diocesan finance officers' group)

Membership of the Group should include representation from all dioceses.

The Distribution of Funds Review Group would be asked to report to the Representative Body at its meeting in June 2023 on the following areas:

- How the total funding outlined above should be distributed annually amongst the dioceses from 1 January 2024 – 31 December 2032;
- Whether the distribution basis agreed as part of workstream a) should be part of the guidance the Church Growth Fund Allocation Group included in its application guidelines and parameters; and
- How the funds might be used to stimulate conversations about areas of work which would be better done together.

### Discussion

The Representative Body welcomed the proposals and reaffirmed the need to retain open communication and engagement between province and dioceses.

It was acknowledged that the overall vision was held by the Bench of Bishops: the Representative Body's role was to provide the funding, with associated oversight and robust scrutiny, to facilitate the vision. The Representative Body was in overall charge of the process of the distribution of funding. The Chair of the Church Growth Fund Allocation Group was proposed to be the Archbishop and it was noted that an early meeting of the Group with the Bench was intended to ensure the Group's work was aligned to the Bench's vision.

### Summary

Following discussion the Representative Body agreed:

- i. To establish the Church Growth Fund Allocation Group and the Distribution of Funds Review Group;
- ii. The membership of both bodies, in line with the proposed membership criteria for each;
- iii. Confirmed the proposed areas of work for each Group; and
- iv. Encouraged the Church Growth Fund Allocation Group to meet with the Bench at an early opportunity to ensure the alignment of distribution of funds with the Bench's vision.

## **Investment performance update**

22/52

The Head of Finance updated the Representative Body on investment performance, confirming that she and the Chief Executive had recently visited the Representative Body's investment managers, accompanied by two stockbroker members of the Investment Committee.

Weekly updates to the Investment Committee were being provided to monitor current stock market conditions and the effect on the Representative Body's investments as closely as possible.

Inflation and rising interest rates and the effects of the ongoing war in Ukraine remained an ongoing concern.

The investment performance update was noted.

### **Budget 2023**

22/53

The Head of Finance introduced the proposed provincial budget for 2023, a detailed budget commentary, the ten-year forecasts and the total return assumptions. The budget included an income and expenditure deficit of £20.5million.

Subject to some additional work to be carried out on the St Padarn's Institute budget heading, the Representative Body endorsed the budget and agreed to recommend it to the Standing Committee for approval.

### **Minutes of meetings 30 June 2022 and 11 October 2022 and matters arising**

22/54

The minutes of the previous meetings were agreed as a true record. The minutes would be signed by the Chair as soon as possible. Various matters arising from the minutes were noted.

### **Membership and committee powers and duties**

22/55

The Representative Body discussed a number of matters relating to its membership and that of its committees.

#### Representative Body membership

The Representative Body was briefed on a number of changes to its membership since its last ordinary meeting in June 2022.

#### Ex officio membership

On 19 July Nick Griffin retired as Chair of the St. Davids Diocesan Board of Finance and, thus, retired also as a member of the RB. The St. Davids DBF elected Mrs Hazel Evans as its new Chair, at which point Mrs Evans became an *ex officio* member of the Representative Body.

Sir Paul Silk retired as Chair of the Swansea & Brecon Diocesan Board of Finance on 8 August and therefore ceased to be a member of the Representative Body. The DBF had not appointed a new Chair by the date of the meeting so this position within the Representative Body's *ex officio* membership remained vacant for the time being.

The Bangor Diocesan Board of Finance had, on 22 November, appointed the Archdeacon of Anglesey the Venerable John Harvey as its new Chair, who had therefore become a member of the Representative Body.

#### Elected membership

The Archdeacon of Newport, the Venerable Jonathan Williams, who had served as the elected cleric for the diocese of Monmouth for many years, resigned on 11 October. The diocese of Monmouth was in the process of electing another cleric to the vacancy.

#### Other vacancies

There remained an intentional vacancy within the Representative Body's nominated membership category.

#### Chair of the Standing Committee

Dr Siân Miller, Chair of the Standing Committee, would leave the province at the end of 2022 and would step down as Chair of the Standing Committee on 1 December 2022. When the Standing Committee elected a new Chair that person would become an *ex officio* member of the Representative Body.

#### Committee membership and powers and duties

The Representative Body considered three matters that related to its committees:

i. People Committee

#### Membership

When Nick Griffin retired as a member of the Representative Body he also stepped down as a member of the People Committee, which left the People Committee with a vacancy.

The Committee's membership criteria required lay and Representative Body majorities. Therefore, it was necessary to appoint a lay RB member to the Committee to ensure both lay and RB majorities on the committee.

It was proposed Mrs Hazel Evans be appointed to the People Committee to fill that vacancy.

#### Name of the People Committee

In March 2018 (minute 18/09) the Representative Body made the decision to change the name of the then 'Human Resources Committee' to the 'People Committee'. It was proposed that the Committee's name revert to the 'Human Resources Committee' as part of the rebranding of the 'people services' department in line with new staffing arrangements.

ii. Finance Committee

A vacancy in the Finance Committee's membership had arisen following Archdeacon Jonathan Williams's decision to resign as a member of the RB, at which point he also ceased to be a member of the Finance Committee.

At its meeting in June (minute 22/32) the Representative Body had agreed to increase the overall membership of the Committee to six members and appointed Professor Medwin Hughes and the Archbishop to it. To allow the new appointments to establish further and the Committee to decide whether an additional member was needed. It was proposed the vacancy be left for the time being.

iii. Property Committee

The Representative Body noted a vacancy had also arisen on the Property Committee following Archdeacon Jonathan Williams's resignation. The Committee's membership criteria required a Representative Body majority and that the Committee membership included a representative from each diocese. It was proposed that this vacancy be also left *pro tempore* pending the diocese electing its new clerical representative on the Representative Body.

The Representative Body noted that two members of the Property Committee, its Chair, Mr Rod Davies, and Mr Anthony Williams would both retire from the Committee during 2023. A role description had been prepared for the Committee Chair, which was noted.

Summary

Following discussion, the Representative Body:

- i. Noted the various changes, and forthcoming changes, to its membership and its committees' memberships;
- ii. Appointed Mrs Hazel Evans to the People Committee, initially until the end of the current triennium;
- iii. Agreed to revert the name of the People Committee to the 'Human Resources Committee';
- iv. Noted the role description for the Chair of the Property Committee.

**Sales of consecrated property**

22/56

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

- A.227 - the former St Francis's Church, Sandycroft
- A.235 - the former St John the Baptist's Churchyard, Ysbyty Ifan
- M.716 - the former St Anne's Church, High Cross

**Updates from Chairs on the work of the committees**

22/57

The Representative Body was provided with brief oral updates on the work of the following committees:

- Evangelism Fund (by the Chief Executive)
- Investment Committee
- Finance Committee
- Audit and Risk Committee

People Committee  
Property Committee (by the Head of Property Services)  
Cathedrals and Churches Committee (by the Head of Property Services)

### **Deemed business**

22/58

The Representative Body noted the minutes of committee meetings that had taken place since its last ordinary meeting in June 2022.

### **Use of the Representative Body Seal**

22/59

It was reported that the Representative Body Seal had been used from numbers 36851 to 36897 inclusive.

As the meeting was taking place by video conference it was not possible for members to inspect the Seal Register. Photographs of the relevant pages of the Seal Register were available on request.

### **Other business**

22/60

The Head of Finance informed the Representative Body of the positive reaction to the financial assistance provided to stipendiary clergy to assist with rising energy costs.

### **Next meeting**

The Representative Body's next ordinary meeting was scheduled to take place on Tuesday 28 March 2023.

### **Closing prayers**

The Archbishop closed the meeting with prayer.