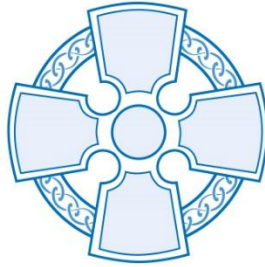


Y R E G L W Y S
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THE CHURCH
IN WALES

**Corff Llywodraethol Yr Eglwys yng Nghymru
The Governing Body of The Church in Wales**

Standing Committee

A Meeting of the Standing Committee of the Governing Body of the Church in Wales was held online on 20 February 2024.

Present:

Ex-officio Members

The Most Reverend the Archbishop of Wales
The Right Reverend the Bishop of St Asaph
The Right Reverend the Bishop of Swansea & Brecon
The Right Reverend the Bishop of St Davids
Professor Medwin Hughes, CBE, DL, Chair of the Representative Body

Nominated by Diocesan Standing Committees

The Reverend Canon Dr Trish Owens
Mr Paul Whittaker CBE
The Reverend Richard Wood
The Venerable Paul Mackness
Mr Tim Llewelyn (Chair)
The Venerable Rod Green
Dr Heather Payne (Vice-chair)
The Venerable Stella Bailey
Ms Caroline Woollard
The Reverend Canon Justin Davies
Mr Paul Murray

In Attendance:

The Provincial Secretary, the Governing Body Officer, the Governance Manager, the Governance Officer, the Head of Legal Services and the Director of Mission and Strategy (for agenda 4 (e) only)

Apologies

Apologies were received from:

The Bishops of Monmouth and Llandaff

Welcome

The Archbishop took the chair for the start of the meeting as this was the first meeting of the new triennium. He welcomed all members to the meeting, and in particular the new members who had been elected by their dioceses for the forthcoming triennium:

The Reverend Canon Dr Trish Owens
 The Venerable Stella Bailey
 Ms Caroline Woollard

Prayers

Opening prayers were said by the Reverend Canon Justin Davies.

Membership of the Standing Committee and election of the Chair and Vice-chair and its Sub-committees

24/01

(a) Election of Chair and Vice-chair of the Standing Committee

Mr Tim Llewelyn and Dr Heather Payne were nominated as Chair and Vice-chair for the forthcoming triennium. They withdrew from the meeting for discussion.

In accordance with Section 34.4 of the Regulations to Chapter II, Mr Tim Llewelyn was re-elected Chair for the forthcoming triennium.

Dr Heather Payne was re-elected Vice-chair of the Standing Committee for the forthcoming triennium.

Mr Llewelyn took the chair for the remainder of the meeting.

(b) Membership of the Standing Committee

Elected Membership of the Standing Committee

It was reported that the Dioceses had elected the following members:

St Asaph

The Reverend Canon Dr Trish Owens
 Mr Paul Whittaker CBE

Bangor

The Reverend Richard Wood
 Vacancy

St Davids

The Venerable Paul Mackness
 Mr Tim Llewelyn

Llandaff

The Venerable Rod Green
Dr Heather Payne

Monmouth

The Venerable Stella Bailey
Ms Caroline Woollard

Swansea & Brecon

The Reverend Canon Justin Davies
Mr Paul Murray

Nominated Membership

The Standing Committee considered the nomination of one person for the Governing Body to appoint to the Standing Committee under the provision of Section 34.2.3 of the Regulations relating to Chapter II of the Constitution.

On the recommendation of the Archbishop, the Standing Committee agreed to request the Governing Body to nominate the Reverend Canon David Morris to take up membership of the Committee following his consecration as Bishop of Bardsey on 11 May 2024.

Co-opted Membership

The Standing Committee agreed to co-opt His Honour Judge Andrew Keyser KC, (appointed Chair of the Legal Sub-committee at item 24/01(c)) and leave the remaining co-opted place vacant for the time being in case there was a need to co-opt a member with specific expertise later in the triennium. This would be reviewed periodically.

(c) Membership of sub-committees of the Standing Committee

In accordance with Sections 36.4 and 36.5 of the Regulations of Chapter II of the Constitution, the Standing Committee appointed the following members to its sub-committees for the next triennium, agreeing the appointments of sub-committee members and chairs as follows:

Appointments & Business Sub-committee

- The Archbishop of Wales (Ex-officio, Chair)
- Mr Tim Llewelyn (Ex-officio, Chair of the Standing Committee)

Elected Clerics

- The Venerable Paul Mackness
- The Venerable Rod Green
- The Reverend Richard Wood

Elected Laity

- Dr Heather Payne
- Ms Caroline Woollard
- Vacancy

Drafting Sub-committee

- Mr Arwel Davies (Diocesan Registrar, St Davids)
- The Reverend Dyfrig Lloyd (Cleric, Diocese of Llandaff)
- Mr Mark Powell KC (Diocesan Chancellor, Monmouth)
- The Reverend Ruth Rowan (Cleric, Diocese of Monmouth - Chair)
- The Reverend Canon Rebecca Stevens (Cleric, Diocese of Monmouth)
- Mr Llyr Williams (Diocesan Registrar, Diocese of St Asaph)

Legal Sub-committee

In accordance with Section 36.5 of the Regulations of Chapter II, the Committee appointed His Honour Judge Andrew Keyser KC as Chair of the Legal Sub-committee. The Standing Committee noted that it was only necessary to appoint a Chair of the Legal Sub-committee as its membership would be agreed by the Chair of the Standing Committee and the Chair of the Legal Sub-committee for each opinion requested, depending on the specialist area of the matter concerned.

Rule Committee

The Standing Committee in November 2020 had appointed the membership of the Rule Committee for a five year term ending December 2025. It was noted that two appointed members, the Reverend Canon Steven Kirk and the Reverend Canon Christopher Smith had since retired from ministry and had confirmed that they did not wish to continue in their roles post-retirement.

The Standing Committee agreed not to replace Canon Kirk and Canon Smith at present, given the infrequency of the Rule Committee meeting.

Governing Body Co-options

24/02

The Standing Committee noted that in April 2023 the Governing Body had approved changes to the arrangements for making co-options to the Governing Body. Each year, around half of the co-options would be elected by the Governing Body, and the remainder would be appointed by the Standing Committee.

The Standing Committee was informed that the elections for Governing Body co-options for the triennium 2024 to 2026 had concluded on 21 January 2024.

Two lay people under the age of 30 years had been elected by a STV (single transferable vote) online ballot:

DANIEL JAMES FRANKEL
RAJU SHRESTHA

Also, one cleric had been elected as a co-opted cleric (less than 4 years in Holy Orders, or licenced and not in receipt of a stipend), by a FPP (first past the post) online ballot.

The REVEREND RUTH ROWAN

The Standing Committee made appointments to the final three co-optative places:

Two Lay people

Dr D RHODRI WYNNE WILLIAMS
Dr MONIKA PRABHAKAR

One Cleric

THE REVEREND JOSIE GODFREY

Appointments to the Panel of Governing Body Chairs

24/03

The Standing Committee noted that all members of the Governing Body had been invited to nominate additions to the panel of Chairs.

On the recommendation of the Appointments & Business Sub-committee, the Standing Committee appointed the following members to the panel of Chairs for a six-year period:

- Ms Caroline Woollard
- Miss Moira Randall MBE
- The Reverend Canon Justin Davies
- The Reverend Richard Wood

One self-nomination had been received but, following discussion, it was agreed that this person would not be appointed to the Panel on this occasion.

Retirement ages for Governing Body and Representative Body members – potential private members’ motion

24/04

The Standing Committee noted that during Question Time at the September 2023 Governing Body meeting a question had been asked concerning retirement ages within the Constitution of the Church in Wales.

In answering the question, the Chair of the Standing Committee indicated the Committee would look again at the retirement ages in the Constitution.

Subsequently, two members from the diocese of St Davids had given notice that they wished to bring a Private Members' motion on the same topic, which was noted by the Standing Committee at its meeting on 30 November. The Standing Committee reviewed a draft text of the Private Members' Motion.

Standing Committee members had been concerned at any suggestion that the default retirement age for clergy would be amended in haste by a Private Members' Motion without careful consideration of the consequences of such a move. The Head of Legal Services indicated that the proposers of the motion had confirmed that was not the intention and neither did they wish to make any amendments to the age limits for legal officers and judges.

The Committee considered whether it wished to make any further response to the question from September's Governing Body and concluded that the Private Members' Motion ensured that the subject would be considered and tested on the floor of the Governing Body.

Governing Body motion on self-evaluation of Ministry Areas

24/05

The Standing Committee noted that at its meeting in September 2023 the Governing Body passed a motion concerning the evaluation of ministry areas.

The Governing Body resolved:

“Nearly 12 years have passed since the ‘Time is Now’ conference in Llandudno, which launched the 2020 Vision. The 2020 Vision aimed at transforming the Church in Wales, in part, through the adoption of Ministry/Mission Areas in each diocese of the Province.

Since June 2023, all dioceses have formally commissioned Ministry/Mission Areas, replacing the parochial system as the basic local administrative unit. Ministry/Mission Areas mark a fundamental change in the structure of the Church in Wales. They have long-term ramifications that significantly alter or affect governance, finance, mission, and ministry.

This Governing Body:

- a. commends self-evaluation within dioceses and the sharing of good practice across the Province;
- b. welcomes the Archbishop's steps to establish a Learning Community to aid our reflection;
- c. directs the Standing Committee, following the first meeting of the Learning Community this autumn, to develop proposals to broaden and embed robust methods for diocesan self-evaluation and provincial collaboration.”

At its meeting in January, the Bench of Bishops had discussed how this motion might be implemented. Sections a) and c) of the motion referred to diocesan processes and provincial collaboration and the Standing Committee noted the Bench's suggestion that the diocesan secretaries were best placed to give active consideration to how section a) might be approached, which would in turn inform section c).

The Standing Committee supported the Bench's suggestion and noted that the diocesan secretaries would be asked to prepare their proposals in time for a discussion with the Bench in June before reporting to the Standing Committee for further discussion at its meeting in July – with an onward report to the Governing Body in September.

The Archbishop would make initial contact with the diocesan secretaries with a brief for the work that they were asked to undertake, via the diocesan bishops.

Governing Body Order of Business April 2024

24/06

The Standing Committee received and endorsed a draft Order of Business for the Governing Body meeting in April, with the addition of one item relating to the launch by the Bishop of St Asaph of Daily *with God*, the new prayer manual produced by the Standing Liturgical Advisory Commission on Wednesday 17 April.

Dr Grahame Davies, Director of Mission and Strategy, outlined proposals for improved management of utilities which would significantly move the Church towards net zero, to be incorporated within the annual net zero update.

September 2023 Governing Body Minutes

24/07

The Standing Committee approved the draft September 2023 Governing Body minutes for circulation to the Governing Body.

Governing Body meeting dates and locations

24/08

2025

The Standing Committee noted that the Governing Body had decided to meet in Venue Cymru Llandudno on Wednesday and Thursday 30 April and 1 May 2025.

The Governing Body had also decided to meet at either University of Wales, Trinity Saint David Lampeter or another suitable venue in South or West Wales on Wednesday and Thursday 11 and 12 September 2025. Provisional bookings had been made at both venues accordingly.

Although it was recognised that the costs of meeting at Lampeter were half that of meeting in Cardiff, and more than half of the ICC Wales at Newport, it would not be possible to review the meeting experience in Lampeter in September 2024 for good value before committing for 2025. As such the Standing Committee agreed that the September 2025 meeting would be held at City Hall Cardiff.

Lampeter could be booked for a subsequent September meeting if it was felt to be suitable. The inexpensive cost of meeting in Lampeter was recognised.

The Standing Committee re-affirmed its view, when it discussed the discernment of venues for the Governing Body in July 2023, that the Church needed to be mindful of the following guiding principles:

- Venue cost and value for money;
- Accessibility and convenience of location;

2026

In 2026 the optimal dates in April fell in the week following Easter week, Wednesday and Thursday 15 and 16 April 2026. The Standing Committee asked the Secretariat to reserve a suitable April venue for these dates, with flexibility of up to a week in Cardiff or Swansea, the previous year's meeting having been held in the north.

In recent years, the September dates had slipped earlier in the month so that they were now in need of resetting to fall slightly later.

The optimal dates in September 2026 were either:

- Wednesday and Thursday 9 and 10 September or
- Wednesday and Thursday 16 and 17 September.

It was agreed the Secretariat would identify a suitable venue, using the date option, likely to be either Lampeter or Cardiff, for decision after the September 2024 meeting had taken place in Lampeter.

2027

It was agreed that venues would be investigated for 2027 meetings using the following dates:

- Wednesday and Thursday 7 and 8 April (Easter day is 28 March)
- Wednesday and Thursday 14 and 15 April
- Wednesday and Thursday 8 and 9 September 2027

Legal Department Matters

24/03

(a) Governance Reform Working Group Report on the role and Responsibilities of the Archbishop

Sir Paul Silk, chair of the Working Group, introduced the report to the Standing Committee and answered questions. The report included recommendations relating to the codification of the metropolitan powers of the Archbishop including powers of visitation which referred to an opinion prepared by the Legal Sub-committee on the Archbishop's visitatorial powers.

The Standing Committee welcomed the report from the Governance Reform Working Group and agreed:

- To publish the Report to the Governing Body;
- approved the Report recommendations; and
- instructed the Legal Department and Drafting Sub-Committee to prepare the necessary legislative provisions to enact the recommendations.
- Requested GRWG to undertake separate additional work to:
 - a. Explore the distinction between the dual roles of the Archbishop of Wales as archbishop and as a diocesan bishop; and
 - b. Clarify the jurisdictions of episcopal and archidiaconal visitations.

(b) General Legal Update

The Standing Committee received an update from the Legal Department covering the following points:

- **Constitutional Amendments – Website**

The various amendments to the Constitution of the Church in Wales made by the Governing Body in September 2023 were uploaded to the website in October 2023.

- **Legal Sub-Committee**

The Legal Sub-committee June 2023 Opinion had been circulated to members as part of the Governance Reform Working Group report on the Powers of the Archbishop, as referred to above.

There were no current references before the Committee.

- **Rule Committee**

A meeting of the Rule Committee would be arranged later in the Spring to consider amendments to the Rules of the Courts and Tribunals in relation to the Faculty Jurisdiction.

- **Disciplinary Tribunal**

The Disciplinary Tribunal had met on 31 January 2024. The Standing Committee noted that the Registrar to the Tribunal had requested a report to be included in the Standing Committee's report to the Governing Body on governance and legal matters.

There were no other current references before the Tribunal.

- **Governance Reform Working Group**

The Committee was informed that there was currently one other matter before the Governance Reform Working Group – the updating of the Constitution to take account of the adoption of mission/ministry areas across the province. It was hoped that substantive progress would be made on this complex area over the course of the year.

(c) Minor Constitutional Amendments for the April 2024 Governing Body meeting

The Standing Committee received and endorsed minor Constitutional amendments concerning Honorary and Ecumenical Canons and the Archbishop's Registrar's list and agreed to take them to the Governing Body meeting in April 2024 for approval.

The amendments and explanatory notes are set out in the annexe to the minutes.

(d) Disciplinary Reform Update

The Head of Legal Services introduced a report which updated the Standing Committee on the process of disciplinary reform.

This work formed part of the implementation process following the publication of the Monmouth Review report. Two recommendations within the report (6.10 and 6.11) related to the Clergy discipline process.

- **Monmouth Recommendations**

The Head of Legal Services indicated that the production of two guidance notes could advance the implementation work:

- a. A guidance note to be inserted on the Provincial Website at the top of the Disciplinary Policy and Procedure explaining clearly the types of conduct which can be considered under the policy and the types that cannot. This will not change the policy itself, so would not need the approval of Governing Body.

- b. A guidance note aimed at ‘users’ of the Disciplinary Tribunal (those who refer complaints to it and the members of the Tribunal Panel), but which is also published on the Provincial website for public accountability. Again, this is providing clarity on the rules as they currently are, not changing them, so does not require the approval of Governing Body.

It was anticipated that both documents would be ready for consideration at the next meeting of the Monmouth Review Implementation Group on 26 February 2024.

- **Standards in ordained ministry**

The Standing Committee supported the commencement of work to create a new ‘Standards in Ordained Ministry’ document. It was recognised that a system of standards was required which would aid processes which related to clergy discipline. It was intended for this document to be adopted by the Governing Body and to apply to all those ordained and in authorised ministry.

- **Short-term reform**

The Disciplinary Working group identified one procedural issue in the current system which could be fixed quickly. When a complaint was referred to the Disciplinary Tribunal it was subject to a preliminary stage to determine (a) whether the complaint (if proven) was of sufficient seriousness to justify formal disciplinary proceedings and (b) whether there was a reasonable prospect of the complaint being proven at a full hearing. This used to be undertaken by a 3-person committee, with no right of appeal if the committee found ‘no case to answer’.

As a result of the previous review of our Disciplinary processes, in 2020 the Governing Body changed the 3-person committee to a single, legally qualified ‘Preliminary Adjudicator’.

The Working Group felt that, where there was a single individual making a decision which could entirely halt a disciplinary process, it was appropriate that there is a mechanism for reviewing that decision (albeit with a high bar for reversal – that the decision was ‘plainly wrong’).

The Standing Committee agreed to ask the Rule Committee to introduce within the current Tribunal Rules a rule to allow for the review of a Preliminary Adjudicator’s decision that there is no case to answer on a disciplinary referral.

Monmouth Review Implementation Group Update

24/04

The Chair presented an update on the Monmouth Review Implementation Group.

Work had been or was being undertaken in relation to all 28 of the recommendations within the Monmouth Review report so the work of the Implementation Group was approaching its conclusion. The Group would next meet on 26 February at which meeting the Group would discuss how it wished to draw its work to an end – it was intended that a final report be presented to the Governing Body at its meeting in April.

The Group would also discuss its role in ongoing monitoring of relevant work and an appropriate communication to the diocese of Monmouth.

Safeguarding Report

24/05

The Standing Committee received a report from the Director of Safeguarding and noted the contents which included a copy of the second Safeguarding Audit completed by Thirtyone:eight during the Autumn of 2023. The themes examined during this audit were training and awareness, managing workers, and responding to concerns. The Safeguarding Committee was considering the next phase of the external audit process.

The Provincial Secretary was asked to pass on the thanks of the Standing Committee to the provincial safeguarding team for their work.

Bench of Bishops Report

24/06

The Archbishop introduced the report from the Bench of Bishops which provided an overview of the matters which had been discussed by the Bench during its meetings together with an annexe which listed the bishops' portfolios.

Minutes of meeting held on 30 November 2023

24/07

The Standing Committee approved the draft Minutes for the meeting held on 30 November 2023 as a correct record.

The Chair signed the minute book.

A note of matters arising on the minutes was received.

Date of the next meeting

24/08

The Standing Committee would next meet for its annual residential strategic meeting on Wednesday and Thursday 15 and 16 May in Cardiff.

Closing Prayers

The Archbishop closed the meeting in prayer.

SC Minutes 20/02/24 J.R. 27.2.24.

Annexe

- **Honorary and Ecumenical Canons**

Drafting

In Chapter VI, Section 3 (1) amend as shown below:

The Diocesan Bishop may appoint Honorary Canons or Ecumenical Canons ~~who are properly ordained ministers of religion~~. Honorary Canons or Ecumenical Canons shall not be members of the Cathedral Chapter unless otherwise stated in the relevant Cathedral Scheme or its Cathedral's Constitution and Regulations.

Explanatory Note

The Bench of Bishops and certain Cathedral Chapters had raised the issue that Chapter VI, Section 3(1), when read alongside Section 1 of the same Chapter, was confusing and unclear. There were two primary issues:

- Whilst Lay Canons are clearly permitted under Section 1, it was unclear whether the proviso "who are properly ordained ministers of religion" in Section 3(1) applied to Honorary Canons or just to Ecumenical Canons. As such, there was room for doubt as to whether Honorary Lay Canons may be appointed.
- In respect of Ecumenical Canons, the term 'properly ordained ministers of religion' was also unclear. The Constitution does not set out whether the ministers are to be 'properly ordained' *in the eyes of the Church in Wales* (i.e. a church whose presbyteral or diaconal orders the Church in Wales accepts as valid) or 'properly ordained' *in the eyes of their own Church* (i.e. a church which holds to the concept of presbyteral or diaconal ordination whether or not the Church in Wales accepts their orders as valid).

It was therefore proposed that the wording shown in strikethrough text be deleted from the Constitution. This will have the effects that:

- It would be clear beyond doubt that the Bishop may appoint Honorary Lay Canons of a Cathedral;
- The Bishop would be able to appoint members of other churches to the [honorary] position of Ecumenical Canon of a Cathedral, whether or not that person is ordained in a church whose orders the Church in Wales recognises as valid.

- **Archbishop's Registrar's List**

Drafting

In Chapter IX:

- 1) Delete Part IX

- 2) Renumber Part X as Part IX and Section 45 as Section 44.
 - 3) Insert the following as a new Section 45 in Part IX:
-

45.

The Archbishop's Registrar's List

- 1) Subject to the following provisions of this section, it shall be the duty of the Archbishop's Registrar to maintain a list ("the List") of all living Clerics and former Clerics:
 - (a) who have at any point been subject to a penalty of inhibition or disqualification for five years or more, or deposition from Holy Orders (however imposed);
 - (b) who are currently subject to any other penalty listed in section 18 (c)-(h) of this Chapter (however imposed), or have been subject to such a penalty within the last three years; or
 - (c) who have resigned their office or permission to officiate in the Church in Wales within the last three years following the making of a complaint in writing against them to the Bishop or following an investigation by the police or other statutory agency; or
 - (d) who have at any point voluntarily relinquished Holy Orders in accordance with the Clerical Disabilities Canon 1990.
- 2) The Archbishop's Registrar shall maintain the List in four distinct sections with each section including the persons in subsections 1(a), (b), (c) and (d) respectively.
- 3)
 - a) Each entry in sections (a) and (b) of the List shall include a brief description of the penalty imposed and the conduct to which it relates in a form approved by the President of the Disciplinary Tribunal
 - b) Each entry in section (c) of the List shall include a brief description of the complaint or investigation which preceded the resignation in a form approved by the President of the Disciplinary Tribunal.
- 4) An individual who appears on the List may request a copy of the relevant entry from the Archbishop's Registrar and may request that the President of the Provincial Court review the wording of the description

entered under subsection 3 above if they believe it to be incorrect or misleading. The Archbishop's Registrar shall make such amends to the description as the President of the Provincial Court shall direct.

5) The Archbishop's Registrar's List shall be made available for inspection by Bishops, Assistant Bishops, Diocesan Registrars, Archdeacons and the Provincial Safeguarding Panel. It shall also be made available to such employees of the Representative Body that the Archbishop's Registrar shall from time-to-time authorise.

6) The Archbishop's Registrar may, in addition to their powers to appoint a deputy pursuant to Section 44(2)¹, delegate any of their functions under this section to another employee of the Representative Body with the consent of the Archbishop.

Explanatory Note

- 1) As part of the ongoing review into the workings of the Church in Wales' disciplinary system, the Secretariat and Disciplinary Tribunal have identified improvements that can be made to the holding of this List. Current reported issues include:
 - a. There is no automatic mechanism for the removal of names entered onto the list for relatively minor matters (e.g. a rebuke/monition, or a resignation following a complaint about a relatively minor matter). It is felt disproportionate that such names remain on the list indefinitely.
 - b. The current system leaves much to the discretion of an individual (whether a Bishop, the Archbishop's Registrar or the President of the Provincial Court), particularly at the stage where an entry is manually reviewed.
 - c. The manual review process can be difficult to administer and a cause of distress both to those appearing on the list and to those administering it. Several of the persons named on the list no longer have active connection with the Church, and time and money is spent on taking 'all reasonable steps' to locate and inform them. At such point as they are located they can sometimes be particularly unhappy at having been contacted.
 - d. Often, people with a genuine need to know whether a name appears on the list do not have a right to access it. This includes Archdeacons and Assistant Bishops (who play an important role in the appointment of clergy to roles) and Diocesan Registrars (who may need to offer advice to Bishops if there is a possibility of appointing a Cleric on the List to a role).

¹ Currently Section 45(2).

- 2) The proposed new drafting would recast the List into four distinct sections:
 - a. those who are permanently on the List due to having one of the most serious disciplinary findings made against them;
 - b. those who are temporarily on the List due to a disciplinary finding;
 - c. those who have resigned following a complaint, but are not (or not yet) subject to a formal disciplinary finding; and
 - d. those who have voluntarily relinquished their Orders (who are therefore ineligible for a clergy appointment, but have not been subject to any disciplinary proceedings).
- 3) Those in part (b) remain on the list for a period of the duration of their penalty, plus three years.
- 4) Those in part (c) remain on the list for three years. This gives ample opportunity for disciplinary proceedings to be brought (and concluded) in cases where this is appropriate. If a disciplinary penalty were subsequently imposed they would move to section (a) or (b) of the list.
- 5) The renumbering of the sections/parts puts the Chapter into a more logical order, so that the appointment of the Archbishop's Registrar appears before the List that they maintain.
- 6) The Drafting Sub-committee had been consulted on the drafting via email and have not offered substantive amendment or comment.