

# Cream Paper G

## CARLISLE DIOCESAN ADVISORY COMMITTEE

### CONSTITUTION OF THE CARLISLE DIOCESAN ADVISORY COMMITTEE



#### NAME

1. The Committee shall be known as the Carlisle Diocesan Advisory Committee.

#### MEMBERSHIP

2. The Committee shall consist of a Chair, the Archdeacons of the Diocese and not less than twelve other members.
3. The Chair shall be appointed by the Bishop of the Diocese after consultation with the Bishop's Council, the Chancellor and the Council for the Care of Churches.
4. The other members shall be –
  - (a) two persons to be elected by the Diocesan Synod from among the members of the Diocesan Synod of the Diocese, (other than appointed or co-opted members)
  - (b) one person appointed by the Bishop's Council of the Diocese after consultation with the Historic Buildings and Monuments Commission for England ("Historic England"); one person appointed by the Bishop's Council after consultation with the relevant Association of Local Authorities as designated by the Dean of the Arches; and one person appointed by the Bishop's Council after consultation with the National Amenity Societies
  - (c) not less than seven other persons appointed by the Bishop's Council
  - (d) such other persons as may be co-opted under paragraph 12 below
5. In making appointments under paragraph 4(b) and (c) above, the Bishop's Council shall ensure that the persons appointed have, between them, –
  - (a) knowledge of the history, development and use of church buildings as a local centre of mission and worship
  - (b) knowledge of Church of England liturgy and worship
  - (c) knowledge of architecture, archaeology, art and history
  - (d) experience of the care of historic buildings and their contents
6. The first appointment of the Chair and other members of the committee under paragraph 4(a), (b) and (c) above shall take place as soon as practicable, and subsequent new appointments of the Chair and those members shall be made within the period of one year following the formation of the second new Diocesan Synod after the latest appointment.

7. The term of office of the Chair and any other member of the Committee appointed under paragraph 4(a), (b) and (c) above shall be the period from his appointment to the making of the new appointments in accordance with paragraph 6 above.
8. A member of the committee who ceases to hold a qualification by virtue of which he became a member shall thereupon cease to be a member.
9. A member of the committee who ceases to hold office otherwise than by virtue of paragraph 8 above shall be eligible for re-appointment.
10. Where a casual vacancy occurs among the Chair and other members of the committee appointed under paragraph 4(a), (b) or (c) above, the Bishop's Council shall appoint a person to fill the vacancy, and if the person whose place is to be filled was a member of the committee by virtue of his membership of the Diocesan Synod the person so appointed shall also be from among the members of the Diocesan Synod.
11. Any person appointed to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he is appointed.
12. With the consent of the Bishop of the Diocese, the committee may from time to time co-opt such persons (of a number not exceeding the third of the total number of the other members) as it thinks fit to be additional members of the committee, but any person so co-opted shall cease to be a member of the committee on the making of new appointments of members in accordance with paragraph 6 above.
13. The Secretary of the committee shall be appointed by the Bishop of the Diocese after consultation with the Chair of the committee and the Diocesan Secretary.

## **FUNCTIONS**

14. The functions of the committee shall be -
  - (a) To act as an advisory body on matters affecting places of worship in the Diocese and, in particular, to give advice when requested by any of the persons specified in paragraph 15 below in matters relating to -
    - (i) the grant of faculties
    - (ii) the architecture, archaeology, art and history of places of worship
    - (iii) the use, care, planning design and redundancy of places of worship
    - (iv) the use and care of the contents of such places
    - (v) the use and care of churchyards and burial grounds
  - (b) to review and assess the degree of risk to materials, or of loss of archaeological or historic remains or records, arising from any proposals relating to the conservation, repair or alteration of places of worship, churchyards and burial grounds and the contents of such places;

- (c) to develop and maintain a repository or records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds and other material (including inspection reports, inventories, technical information and photographs) relating to the work of the committee;
  - (d) to issue guidance for the preparation and storage of such records;
  - (e) to make recommendations as to the circumstances when the preparation of such a record should be made a condition of a faculty;
  - (f) to take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places, and for that purpose to publicise methods of conservation, repair, construction, adaptation and re-development;
  - (g) to perform such other functions as may be assigned to the committee by any enactment, by any Canon of the Church of England or by resolution of the Diocesan Synod or as the committee may be requested to perform by the Bishop or Chancellor of the Diocese.
15. The persons referred to in paragraph 14(a) above are –
- (a) the Bishop of the Diocese
  - (b) the Chancellor of the Diocese
  - (c) the Archdeacons of the Diocese
  - (d) the Parochial Church Councils in the Diocese
  - (e) intending applicants for faculties in the Diocese
  - (f) the Mission and Pastoral Committee of the Diocese
  - (g) persons engaged in the planning, design or building of new places of worship in the Diocese, not being places within the jurisdiction of the consistory court
  - (h) other such persons as the committee may consider appropriate e.g. mission communities of the Diocese

## PROCEDURE

16. If for any reason at a meeting of the full committee the Chair is unable to be present, then the Vice-Chair shall take the chair; and if the Vice-Chair is not present the members present shall appoint an acting Chair from among those present.
17. In advance of each meeting the Secretary shall give to all members entitled to attend the meeting an agenda together with any necessary supporting documentation in paper or electronic format or both.
18. The agenda for each meeting shall contain provision for any matter of emergency being not specifically listed on the agenda, to be taken at the discretion of the Chair of the meeting and decision on any such matter may be taken forthwith.

19. Members will make a declaration of interest, either orally or on a register, where there is a potential conflict of interest which may arise during the course of DAC work. The declaration of interest will be recorded in the minutes of the meeting. Conflicts of interest include financial interests (direct or indirect) and personal non-financial interests (such as membership of holding office in the Church under discussion and other bodies).
20. Any oral declaration of interest, including the reason for it, should be raised before the matter to which it relates comes forward for discussion. Once a declaration has been made, the member should generally withdraw from the meeting while the item is under discussion.
21. Where it is necessary for a Chair to declare an interest the Vice-Chair should chair the item; and if the Vice-Chair is not present the members present shall appoint an Archdeacon from among those present.
22. Where it is necessary for a vote on any matter to be taken, the vote shall be taken by a show of hands of the members present, and the Secretary shall record in the minutes the numbers for and against and abstaining. Any member who has expressed dissent from the opinion of the majority present may request that such dissent be recorded in the minutes. Subject to the foregoing, decisions may be taken by agreement, and the Secretary shall record all decisions taken in the minutes.

### **SHORTENED PROCEDURE**

23. The committee may, with the agreement of the Chancellor, operate a system of Shortened Procedure whereby proposals not requiring consultation with, or permission from, any external bodies as required under the Faculty Jurisdiction Rules 2015, can be agreed by members outside a formal DAC meeting.
24. Details of all matters to be decided via a Shortened Procedure shall be circulated to all members of the committee.

### **QUORUM**

25. No less than one third of the members of the committee shall form a quorum.
26. If the number of members present at any meeting should fall below a quorum during the meeting, the meeting may continue the business, but the Secretary shall as soon as is practicable circulate to all members a memorandum of decisions taken, and 14 days shall be allowed for comment before action is taken on any decision taken without a quorum. In the event of dissent being expressed, the matter shall be deferred and laid before the next available meeting.

**SUB-COMMITTEES**

27. The committee shall have power to appoint such sub-committees or working groups as it shall, from time to time, think fit, with such powers as the committee shall determine.

**CONSULTANTS**

28. The Bishop of the Diocese may appoint suitably qualified persons in any number to act as consultants to the committee if the committee request him to do so.
29. The advice of any consultant or emeritus consultant may be sought by the committee or any sub-committee in respect of any matter falling within the functions of the committee, and such advice may be given orally or in writing to the committee or any sub-committee.
30. Any such consultant or emeritus consultant may be invited to attend any meeting of the committee or any sub-committee for the purpose of giving information or advice, but shall not be entitled to vote.

**MISCELLANEOUS**

31. Subject to any other provisions of this constitution, and having regard to any Code of Practice or Rules, the committee shall have power to regulate its own business and procedure.
32. The committee shall make a written report to the Diocesan Synod at least once a year.
33. The committee shall keep in touch with the Church-Buildings Council and other official bodies so far as they are concerned with aspects of the committee's work.

