



DIOCESAN SYNOD

AGENDA

21 November 2020

via Zoom

PROGRAMME

First Session	9:30am
Break	10:40am
Second Session	10:50am
Break	12:00pm
Third Session	12:10pm
Depart	1:30pm

SPECIAL REQUIREMENTS

- Documents for the meeting are available in large print on request to the Diocesan Office prior to the date of the Synod.
- An induction loop system will be available at the Synod. Please make yourself known to a member of the Diocesan Office Staff on arrival if you wish to make use of this facility.
- The Cathedral is accessible by wheelchair. If you have any other special requirements, please contact the Diocesan Office and we will try to accommodate your needs at the venue.

DATES OF FUTURE MEETINGS

Saturday 13 March 2021

Thursday 10 June 2021 (Evening)

Saturday 13 November 2021

DIOCESAN SYNOD

SATURDAY 21 NOVEMBER 2020

(via Zoom)

AGENDA

MRS SARAH POOLE IN THE CHAIR

9:30am **1. Welcome, Opening Worship and Presidential Address**

10:30am **2. Called Together Strategic Review**

To receive a verbal report on a review begun on Called Together and how it might be developed three years on in the light of changing circumstances.

10:40am **BREAK**

10:50am **3. DBF Budget 2021**

**DS Nov 20 – 3
(TO FOLLOW)**

The Chair of the Board of Finance to move:

"That the Synod authorises the expenditure of a sum for the Common Fund not exceeding £13.5M".

11:25am **4. Annual Report & Accounts 2019**

To present the Annual Report & Accounts 2019 to Diocesan Synod.

The Chair of the Board of Finance to MOVE on behalf of Bishop's Council that:

"The Synod

(i) adopts the Annual Report & Accounts for the year ended 31 December 2019; and

(ii) appoints haysmacintyre as auditors for the year ended 31 December 2020 and authorises the Chair and Secretary be AUTHORISED to determine their remuneration.

[The Annual Reports & Accounts 2019, as signed by the Auditors, are available on the [diocesan website](#)]

11:30am **5. Home for Good**

To receive a presentation from Mrs Billy-Jo O’Leary on the work of Home for Good.

12:00pm **BREAK**

THE REV CANON ALYSON DAVIE IN THE CHAIR

12:10pm **6. Notices**

(a) Vacancy in See Committee

The Diocesan Secretary and the Chair of the Vacancy-in-See Committee to report.

12:20pm **7. Safeguarding Update**

(a) Bishop's Lead for Safeguarding

The Bishop to report.

(b) IICSA Report

To report on the findings of the IICSA report, which can be read [here](#) (the summary and recommendations can be found [here](#)).

(c) Survivor Care Policy

DS Nov 20 – 7(c)

Mr Martin Sewell to move:-

"That the Synod adopt the Survivor Care Policy".

12:50pm **8. Anti-Bullying and Harassment Policy**

DS Nov 20 – 8

Mr Alan Strachan to move:-

"That the Synod, upon the recommendation of the Bishop’s Council, adopt the revised Anti-Bullying and Harassment Policy".

12:55pm **9. Quinquennial Inspection Legislation**

DS Nov 20 – 9

Mr Derek Shilling to move:-

"That the Synod approve a Diocesan Scheme to reflect the new legislation".

1:00pm **10. Memorandum & Articles of Association and Diocesan Synod Standing Orders** **DS Nov 20 – 10**

Mr Philip French, on behalf of the Bishop's Council, to move:-

"That the Synod, upon the recommendation of the Bishop's Council, approve the revised Memorandum & Articles of Association and Diocesan Synod Standing Orders".

1:05pm **11. Time for Questions**

Any questions should be submitted in writing to the Diocesan Secretary no later than first post on **Friday 13 November 2020**.

1:15pm **12. General Synod Report**

Mrs Angela Scott to report on the July and November 2020 sessions of General Synod.

1:30pm **DEPART**

FOR INFORMATION

The following are for members' information. There will be no discussion at the meeting but, if you have any questions, do please be in touch with the relevant diocesan officer.

(a) Bishop's Council Reports

Reports of the business meetings held on 15 May, 21 July, 9 September, and 22 October 2020.

(b) General Synod Report

Report of the July 2020 sessions.

Survivor Care Policy

The well-being of those with lived experience of abuse from within the Diocese of Rochester and beyond is the Diocese's paramount consideration when responding to and engaging with survivors. This policy outlines what care a survivor should expect from the Diocese of Rochester. It should be read in the wider context of the Church of England's safeguarding¹ guidance, which the Diocese is following. This policy will also be followed in regard to cases involving Rochester Cathedral.

Responding to a concern

When raising a concern, the survivor is very likely to do so with a Diocesan Safeguarding Adviser (DSA). The Adviser will listen carefully and will take time to consider the current circumstances of the individual before suggesting next steps.

After the initial conversation, the Safeguarding Adviser will start to put together a clear survivor focused plan and will send a letter or email to the complainant to

- Check that the Adviser has correctly and fully understood the concerns raised
- Outline what will happen next, the expected timeframe and when to next expect an update
- Pass on the reference number and the details of the Safeguarding Adviser so that the complainant knows how to follow up
- Provide details of available support– via the Diocese as well as nationally
- Invite the complainant to feed back on their experience of the Diocesan Safeguarding Team
- Ask the complainant to confirm the receipt of the letter or email to ensure that this is the correct way to communicate.

More specific guidance on this first communication is shown in Appendix A.

The frequency of updates and other further communication as well as the best way to stay in touch will be determined by the survivor and/or their parent or guardian if appropriate. The Diocese will respond to correspondence from the survivor within a maximum of 14 days of receipt of that correspondence.

In cases where statutory agencies such as the police are also involved the DSA will liaise with them to ensure a consistency of approach.

The response to any allegation irrespective of the length of time between the incident and the date of the matter being reported will always be focused on the victim/survivor.

¹ <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

Responding well to those who have been sexually abused practice guidance (2011), Responding well to domestic abuse practice guidance (2017), Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults practice guidance (2018), Responding to, assessing and managing concerns or allegations against church officers practice guidance (2017)

This applies to all cases including those where the person subject to the allegation or concern is deceased.

Identifying the right support

Currently, the Diocese is offering access to a listening service and can offer a dedicated Support Person, who, for example, listens, liaises with agencies or identifies therapeutic needs. The survivor and the Support Person agree role and responsibilities to ensure expectations and boundaries are set at the outset. For the avoidance of doubt: The Support Person is not the confidant of the victim/survivor nor their advocate and is bound by a responsibility to disclose to the appropriate authorities where there is risk of harm or a crime being committed.

On a national level, there are numerous support organisations ranging from counselling through to Sexual Assault Referral Centres, both voluntary and statutory organisations and from providing support directly to signposting further. The Church of England's National Safeguarding Team provides a list of these on their [website](#).

In addition, the Diocese's Safeguarding Team has established a good relationship with MACSAS – a national organisation specifically supporting Minister and Clergy Sexual Abuse Survivors – and will seek to establish further and cement existing effective partnerships with local support organisations.

Feeding back on how we do things

We know that unfortunately we will not get our care and communication right all the time, for every survivor. The best way for us to continuously improve on how we are doing things, is by receiving honest and constructive feedback on what we are doing well and what we are not doing so well. This is why we welcome spontaneous feedback and will also invite Survivors to comment on how we do things, hopefully at appropriate times in their journey. Feedback can be given to any member of the Safeguarding Team in person, via email, via letter and over the phone by ringing the Diocese on 01634 560000 and asking to speak to a member of the Safeguarding Team.

At the end of any investigation into an allegation against a church officer a learning lessons review will take place and the survivor/victim will be asked if they wish to contribute. This review will be conducted in accordance with the national guidance.

Every six months, we will review the feedback received, formulate improvements to be made and make them.

If the survivor does not feel comfortable feeding back to the Safeguarding Team directly or wishes to complain about the service received, they should address their concerns to the Diocesan Secretary. If an investigation by the Diocesan Secretary is required, confidentiality will be maintained to the extent that this is appropriate and practical in the circumstances. The person raising complaints or concerns will be informed of the outcome, subject to the normal rules on confidentiality of personal information.

Monitoring how we do things

We will log every concern raised on a database system kept within and only accessible by the Diocesan Safeguarding Team. The database will hold details about contacts and actions taken in relation to the concern and thus provide a chronology of events.

Within the Diocese, committees such as the Safeguarding Executive Committee and the Bishop's Safeguarding Advisory Panel, receive regular reports on the quantity and quality of concerns raised and their outcomes. This will include data from the system as well as improvements planned and made based on feedback and potential complaints being made.

The Diocesan Safeguarding Team is also regularly audited by the National Safeguarding Team.

Keeping the policy up to date

This document is valid from April 2020. Its next review is planned for April 2021 or earlier, if there is a significant change to how we do things.

COMPLAINANT CARE LETTER

Survivors have indicated that a formal letter setting out both process and contact details of an investigation is useful for them when seeking advice and to facilitate contact.

When writing to the complainant the following points should always be considered

- Personalise to the situation/circumstances
- If possible, include dates of next letter/update.

Some suggested paragraphs are set out below to assist in the compilation of the letter:

The purpose of this letter is to confirm that the allegation you made about is being investigated in accordance with the safeguarding guidance issued by the Church of England. Please see below some more detail of the process and who is involved. We understand that this is a difficult time for you, and we want to reassure you that the matter is being taken seriously.

If there is anything in this letter that you do not understand, please contact us so that we can explain it to you better. If we have not been clear then that is our fault so please do not feel bad about it – just telephone and we will be very happy to talk you through it.

The investigation is being conducted/coordinated by, who is a Diocesan Safeguarding Adviser and works in the Diocesan Safeguarding Team. Their contact details are@rochester.anglican.org 01634 560000.

The investigation will be conducted after the police investigation has been completed.

As you are aware has been appointed as your Support Person and their role dependent on the circumstances of the case can include the following

- Liaising with statutory agencies and supporting you at any meetings although they will not act as an advocate
- Listening to and representing your pastoral needs
- Identifying any therapeutic or other needs and offering choices as how they best be met
- Listening to and representing your views during the investigation by the Church
- Recording all contact with you and passing on any relevant information to the Diocesan Safeguarding Team or statutory agencies – they will be transparent about any information they have to share. They are required to pass on any information if they believe you or any other person was at risk of harm or the information is relevant to any investigation being conducted by the statutory agencies or the church. They are not your confidant.

We understand that you may not want to receive any support from the church. If you do want support from the church at any time in the future, please make contact. I have enclosed a list of support agencies that may be able to support/advise you.

As part of our commitment to victim/survivors/complainants we promise to keep you updated on the progress of the investigation. We will do our utmost to complete the investigation as soon as possible and we will advise you of any reasons why there has been a delay and explain the process and an expected timescale.

The assessment is being overseen by Archdeacon

If you need any further explanation of the process, please in the first instant speak to NAME SUPPORT PERSON if they are unavailable please speak to DETAIL INCUMBENT OR OTHER LOCAL PERSON or the Diocesan Safeguarding Team.

If at any time you feel a crime has been committed, we encourage you to contact the police on 101 or if you or another person is at immediate risk contact them on 999.

Please raise any concerns or questions you or your family may have, and we will do our best to answer them. If you wish to speak to someone outside of the Church of England the NSPCC or Thirtyone:eight (formerly The Churches Child Protection Advisory Service) an independent organisation may be able to help you.

If any of your circumstances change, please let us know and we will look to helping you if we are in a position to do so.

QUINQUENNIAL INSPECTION LEGISLATION

Changes to Diocesan Scheme

Background:

Under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, and the Inspection of Churches Measure 1955 before that, all dioceses are required to establish a scheme for the quinquennial inspection of churches. Our current Diocesan Scheme for quinquennial inspections was approved by the Diocesan Synod on 16 February 2002 and certified by the Chairman in accordance with the requirement of Section 1(4) of the Inspection of Churches Measure 1955.

A new Diocesan Scheme is now required to be approved by Diocesan Synod to comply with section 45(2) of the 2018 Measure (as amended by the Church of England (Miscellaneous Provisions) Measure 2020) the amended version of which came into force on 1st September 2020.

(<https://www.legislation.gov.uk/ukcm/2020/1/contents/enacted>)

Summary of changes:

- i. There is no longer a requirement for a quinquennial inspector to be a qualified architect or surveyor and approved by the DAC before being appointed by the PCC. However, the PCC must not make any appointment unless it has obtained and had regard to advice from the DAC on the appointment and is satisfied that the person to be appointed has the necessary qualifications and experience.
- ii. The PCC must have regard to any guidance from the Church Buildings Council when appointing an Inspector.
- iii. The Quinquennial Inspection shall be completed in accordance with the current guidance of the CBC. [https://www.churchofengland.org/sites/default/files/2020-07/Quinquennial Inspection CBC guidance 2020,%20v2.pdf](https://www.churchofengland.org/sites/default/files/2020-07/Quinquennial%20Inspection%20CBC%20guidance%202020,%20v2.pdf)

Currently, for someone to be appointed, they must first be interviewed by a subcommittee of the DAC. This is as much to check their suitability to relate to PCCs and assess their understanding of the faculty process as much as checking they are technically competent.

Under the revised scheme the DAC is still able to interview and maintain a list of people who are known to be suitable candidates for appointment, but there is no requirement for the PCC to appoint someone from that list. However, PCCs must seek the advice of the DAC as to the suitability of any person they wish to appoint as Quinquennial Inspector. Until this has been done, the PCC will not be in a position lawfully to appoint the person.

The appointment of a Quinquennial Inspector is made by each PCC, and is always of an individual, not a firm. It is important that a Quinquennial Inspector's training, accreditation (where necessary) and experience in building conservation is commensurate with the complexity and significance of the church building(s) in question.

Diocesan Scheme for the Inspection of Churches

INTRODUCTION

Under the provisions of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, as amended by the Church of England (Miscellaneous Provisions) Measure 2020, referred to hereafter as “the Measure”, all parish churches in the Diocese, all other consecrated churches and chapels including licensed places of worship opted in under paras 38 to 44 of the Measure (previously the Care of Places of Worship Measure 1999), and buildings licensed for public worship, must be inspected at least once in any five-year period.

The Diocesan Scheme which follows should be studied carefully with the relevant guidance documents from the Church Buildings Council (“the CBC”).

THE DIOCESAN SCHEME

1. This scheme was established by the Diocesan Synod by a resolution of 21 November 2020 and it supersedes all previous schemes. It comes into operation on 1st January 2021.
2. The Scheme shall be administered through the Diocesan Advisory Committee (the DAC). All correspondence concerning matters dealt with under the Scheme should be addressed to the DAC Secretary.
3. The fund currently established by the previous Scheme to comply with the Measure will be maintained. Monies will be paid into the Fund by the Diocesan Board of Finance.
4. Nothing in this Scheme affects the legal responsibility of every PCC for the proper care of each church under its authority, and its duty to apply for a Faculty or for permission under Schedule 1 of the Faculty Jurisdiction Rules 2015 (as amended by the Faculty Jurisdiction (Amendment) Rules 2019) (i.e. under List A or B) before any work is commissioned.
5. All parish churches in the Diocese, as well as all other consecrated churches and chapels and buildings licensed for public worship, which are required to be inspected under The Measure, shall be inspected at least once in any five-year period (“the Quinquennial Inspection”) under this Scheme. For the avoidance of doubt, where a Quinquennial Inspection has taken place under a previous Diocesan Scheme the five-year period shall commence from the date of that previous report.

The scope and contents of the report

6. The Quinquennial Inspection shall be completed in accordance with the current guidance of the CBC. There is an interactive report template within the Church Heritage Record entry for each church. Reports submitted in a similar digital format which is compliant with the Scheme and the accompanying CBC guidance will be accepted.
7. The structure and content of the Quinquennial Inspection Report shall follow the recommendations set out in the CBC guidance.
8. The report shall summarise the works needed in the following categories:
 - 1 - Urgent, requiring immediate attention
 - 2 - Requires attention within 12 months
 - 3 - Requires attention within the next 12 – 24 months
 - 4 - Requires attention within the quinquennial period
 - 5 - A desirable improvement with no timescale (as agreed with the PCC)
9. Broad indicative costs for repairs will be given in categories as advised by the DAC Secretary to enable the PCC to understand the level of funding which is likely to be necessary. When considering executing such works, PCCs may need to get accurate costings from a Quantity Surveyor.

Appointing and reviewing the Inspector

10. Advice on appointing a new inspecting professional can be found in the CBC Guidance. The DAC Secretary holds a register with details of current Quinquennial Inspectors within the diocese and can offer advice on the appointment process. A suitably experienced and where appropriate accredited professional who is not presently on the register can be employed as a Quinquennial Inspector but the PCC is required to seek the advice of the DAC and have regard to that advice in relation to any proposed Inspector, whether or not currently included in the register, before making an appointment.
11. Many parishes find that an ongoing relationship with an experienced inspector who fully understands the building and its ongoing needs, and has a good relationship with the PCC and Churchwardens, is invaluable. However, the DAC encourages parishes to periodically review the appointment of their Quinquennial Inspector. Reviewing the appointment does not imply that the PCC must change their inspector but offers the opportunity to reflect on whether the PCC is receiving good quality service and best value, and has a good relationship with the inspector.

Appointing for project work recommended in the report

12. It is for the PCC to decide who to commission to undertake any project work identified in the report, for which a separate agreement would be needed.

If the PCC wishes to carry out any publicly funded works which require tendering (over £10,000) under the supervision of the Inspector it will need to be able to demonstrate that the Inspector was appointed or re-appointed within the last 5 years through a competitive tendering process.

Duties and responsibilities of the PCC, Inspector, DAC and Archdeacon

13. All Quinquennial Inspectors shall be responsible for entering into and maintaining adequate and appropriate Professional Indemnity Insurance cover, and shall provide written evidence thereof.
14. A person who is appointed as a Quinquennial Inspector shall enter into agreement with the PCC of the church (or body acting on their behalf) which they are to inspect. The DAC Secretary can provide advice if requested.
15. Fees for the inspection of churches are paid by the Diocese at the diocesan standard rate, which covers the cost of the inspection, travel, preparation and issue (including printing and postage) of the report. Agreement of the fee to be charged, including the preparation and issue of the report shall be included in the contract between the PCC (the client) and the Quinquennial Inspector (the service provider) before the inspection takes place. If the inspection necessitates additional professional services, access provision, or work which necessitates a higher fee, additional contracts or a variation must be entered into by the PCC beforehand. Any fees agreed over and above the diocesan standard rate must be funded by the PCC.
16. Within two months of making the inspection, the Quinquennial Inspector shall send copies of the report to the relevant Archdeacon, the PCC of the parish in which the church is situated, the Incumbent or Priest in Charge, and to the DAC Secretary.
17. The DAC Secretary is responsible, as per the Measure, for keeping a register of those buildings which are covered by the Scheme, containing details of the current Quinquennial Inspector and dates of inspection. The PCC Secretary shall inform the DAC Secretary of the date of the inspection.
18. Nothing in this Scheme shall affect the powers of an Archdeacon to ensure the inspection of every church in their archdeaconry once in five years, as laid down in the Measure.
19. In order to provide for the cost of recommended works, every PCC should budget for fabric repairs. They should not, however, use the report as a specification for such works.

Interpretation and Amendment of the Scheme

20. Any questions which arise concerning the interpretation of this Scheme shall be referred to the Registrar, whose decision shall be binding.

21. This Scheme shall be subject to amendment only by means of a formal motion, presented after due notice to the Diocesan Synod, and approved by it.