

Reader Figures

	Totals
Readers	226
PTO	74
Emeritus	60
New Trainees (licensing 2019)	11
Trainees (licensing 2018)	12
Trainees (licensing 2017)	9
Total	392

- Two members of Central Services team, myself and Debbie Evans, are now supporting the administration of the Readers on a part time basis, we both have other support roles within St James' House.
- Process improvements have been, and will be made going forward.
 - We have:

- Changed the Reader personal files to reflect the Clergy blue files after liaising closely with Bishops Lodge.
- An audit of all files has now been completed. (e.g. ensuring all Reader Ministry requirements are being fulfilled – DBS, Safeguarding, MDR, Working Agreement and Annual Returns)

- Pastoral Support to Readers has been identified and highlighted to the Warden of Readers.

- We have looked at making it easier for Readers to complete a DBS (e.g. getting incumbent to verify all documents and send the signed copies to us)

- We will be doing:
 - Reviewing the paperwork and process to make it easier for all.

 - Arranging Central Reader Database Training for myself and Debbie. This will enable us to update their database direct.

Finally a big thank you to:

- Spen, Bishops Lodge and yourselves for your support. Sending in documentation and answering queries has made a sometimes difficult task, easier.

