

Terms of Reference

Diocesan Advisory Committee

On what authority set up: Statutory or by another committee	Statutory
Statutory reference (if any)	The Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and The Faculty Jurisdiction Rules 2015
File link to constitution	Oxford DAC Constitution
Purpose (why the committee was set up)	<p>To fulfil the requirements of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015, and of any other enactment or rule of law relating to church buildings.</p> <p>The DAC shall carry out its functions of care and conservation with due regard to the role of a church as a local centre of worship and mission.</p>
Responsibilities and Delegated Authority (actual powers of committee or what is specifically outside their scope)	<p>The function of the DAC, as set out in the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015:</p> <p>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 the paragraph below, on matters relating to the grant of Faculties; the architecture, archaeology, art and history of places of worship; the use, care, planning, design and redundancy of places of worship; the use and care of the contents of such places; and the use and care of churchyards and burial grounds;</p> <p>b) to review and assess the degree of risk to materials, or of loss to 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;</p> <p>c) to develop and maintain a repository of 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 DAC;</p> <p>d) to issue guidance for the preparation and storage of such records;</p>

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	<p>e) to make recommendations as to the circumstances when the preparation of such a record should be made a condition of a Faculty;</p> <p>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 draw attention to appropriate methods of conservation, repair, construction, adaptation and redevelopment;</p> <p>g) to perform such other functions as may be assigned to the DAC by any enactment, by any Canon of the Church of England, by resolution of the Diocesan Synod or as the DAC may be requested to perform by the Bishop of the diocese or the Chancellor of the diocese.</p> <p>Subject to such amended or additional functions as may be specified in any amendments to or in legislation replacing the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 or The Faculty Jurisdiction Rules 2015.</p>
Sub-groups reporting to the committee (in what format & how often e.g. minutes, presentation etc)	None
Reports to (in what format & how often)	Reporting body is the Diocesan Chancellor. To report to the Standing Committee on an exceptions basis or on strategic matters.
<i>Member role (including chair etc)</i>	<i>How appointed and terms of office</i>
4 Archdeacons	Ex-Officio
<p>2 members to be appointed by Bishop's Council from among the elected members of the Diocesan Synod</p> <p>Not fewer than 10 other persons to be appointed by Bishop's Council, with 3 members to be appointed in consultation with Historic England, Local Government Associations and the National Amenity Societies</p>	<p>Appointed members – term of 6 yrs, appointment every second triennium or from date of appointment. Maximum tenure is 12yrs.</p> <p>Maximum tenure for Chair, in line with diocesan policy, is 9 years.</p> <p>By Bishop's Council, via recommendation of the appointments committee</p> <p>Directly by Bishop's Council, unless appointment outside usual process and requirements, then to go to the appointments committee for review.</p>
None	Co-opted members

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Permitted attendees (particular roles or basis on which attendees are allowed)	Church Buildings team members, Diocesan Environmental advisor, Diocesan Disability advisor
Casual vacancy (basis on which appointments between official appointments are to be made)	As per the original appointment
Termination of office (on what basis would a member's membership be terminated – non attendance of how many meetings etc)	Upon missing 3 consecutive meetings unless otherwise agreed by the Chair
Secretary (who is responsible for organising meetings, agenda & members etc)	Ms Liz Kitch, Senior Church Building Officer
Meeting Frequency	Every other month
Meeting arrangements (notice period, place, permitted comm between meetings)	<ul style="list-style-type: none"> • Minimum notice for period for meetings 4 weeks, usual meeting dates provided a year in advance • Agenda/papers to circulate 7 days before meetings • Virtual meetings permitted (with decision making authority), as long as adhere with the provisions of the constitution or rules made under it relating to meetings, including chairing and the taking of minutes • 'Between meeting' decisions (by virtual/ electronic means/ email) permitted in the event that the usual meeting must be cancelled due to unforeseen circumstances or urgent decision needed and formal meeting not possible in time.
Conflict of Interest treatment	Adhere to the Diocese of Oxford Conflict of Interest policy
Quorum (below which any meeting decisions are invalid and should not take place)	Attendance by: <ol style="list-style-type: none"> a) either the Chair or the Vice-Chair; b) one Archdeacon or their commissary; and c) one third of the total number of the other members of the DAC appointed above, at least one of whom must be a qualified architect or surveyor.
Terms of reference date	May 2022
Clerk responsible (for maintaining records)	Ms Liz Kitch
Date to be reviewed	January 2028

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Membership register: DAC

Date appointed (term 6yrs)	Member	Role on committee	Status/speciality	Membership appointment (ex-officio/elected/nominated/co-opted)	Term ends (where not ex-officio)
2007 & chair since May 2019	Revd David Wittchell	Chair	Retired Architect & parish priest	The Chair shall be appointed by the Bishop of the diocese after consultation with the Bishop's Council, the Chancellor of the diocese and the Church Buildings Council of the Cathedral and Church Buildings Division of the Archbishops' Council.	Max term July 2027 (extension approved by BC May 21)
N/a	The Ven Guy Elsmore The Ven Judy French The Ven Jonathan Chaffey The Ven Stephen Pullin		Archdeacons	Ex-officio	n/a
2 members to be appointed by Bishop's Council from among the elected members of the Diocesan Synod:					
2013	Prof John Missenden	DS Member	Engineer	Appointed	Max term July 2027 (extension approved by BC May 21)
2022	Mr Mike Holmes	DS Member	Churchwarden with experience of undertaking a reordering	Appointed	Term end Dec 2028 Max term Dec 2034
Not fewer than 10 other persons to be appointed by Bishop's Council, with 3 members to be appointed in consultation with other bodies as below:					
	VACANT	BC Appt Member: In consultation with Historic England			
2009	Mr Bryan Martin	BC Appt Member: In consultation with Local Government Associations	Conservation officer for WODC, conservation architect	Appointed	Max term July 2027 (extension approved by BC May 21)
Dec 2020	Ms Abigail Lloyd	BC Appt Member: In consultation with National Amenity Societies	Architectural history	Appointed	Term end Dec 2026 Max term Dec 2032
2016	Ms Helen Ensor	BC Appt Member	Architectural history	Appointed	Term end 2022 Max term 2028
Dec 2020	Mr Peter Preston	BC Appt Member	Conservation architect	Appointed	Term end Dec 2026

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Date appointed (term 6yrs)	Member	Role on committee	Status/speciality	Membership appointment (ex-officio/elected/nominated/co-opted)	Term ends (where not ex-officio)
					Max term Dec 2032
2011	Ms Geraldine O'Farrell	BC Appt Member	Building services engineer	Appointed	Max term July 2027 (extension approved by BC May 21)
2009	Revd Canon Jeff West	BC Appt Member: Vice Chair	Architectural history	Appointed The DAC shall nominate the chair and vice-chair for the Bishop of the diocese's approval, a member of the DAC (as per above) or (b) above	Max term July 2027 (extension approved by BC May 21)
2015	Ms Joyce Christie	BC Appt Member	Conservation architect	Appointed	Max term 2027
Dec 2020	Mr James Mackintosh	BC Appt Member	Conservation architect	Appointed	Term end 2026 Max term July 2032
2017	Revd Canon Peter Groves	BC Appt Member (vs Co-opt as over the 10 minimum members)	Theology	Appointed	Term end 2023 Max term 2029
2015	Revd Val Plumb	BC Appt Member (vs Co-opt as over the 10 minimum members)	Rural Ministry	Appointed	Max term July 2027