

Paper U2

Church House Management Team
Terms of Reference





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Church House Management Group Terms of Reference

Basic Information

Contact name and email address	Jane Baird, Deputy General Secretary (Admin and Resources) jane.baird@urc.org.uk
Action required	Decision
Draft resolution(s)	Mission Council adopts the proposed Terms of Reference for the Church House Management Group, with immediate effect

Summary of Content

Subject and aim(s)	Updating the Terms of Reference for current needs and circumstances
Main points	Membership, accountability, responsibilities.
Previous relevant documents	Mission Council set up this group in January 2003, and it appears that its formal Terms of Reference date from that year.
Consultation has taken place with...	Mission Council Advisory Group

Summary of Impact

Financial	No direct impact
External (e.g. ecumenical)	None

Terms of Reference

1. Membership

- 1.1 Convenor: Deputy General Secretary (Administration and Resources)
- 1.2 Four members appointed by General Assembly (or Mission Council on its behalf) on the recommendation of the Nominations committee, who have experience in Buildings and IT management, including finance and general management.
- 1.3 Ex officio: General Secretary, Chief Finance Officer.
- 1.4 In attendance: IT Manager, Facilities Manager.
- 1.5 The group will appoint a Secretary.

2. Accountability

CHMG is accountable to Mission Council through the DGS (A&R). The DGS (A&R) shall be responsible for ensuring communication, to Church House staff, those decisions which are directly relevant to them and will receive any matters, within its terms of reference, which staff wish to be considered by CHMG.

3. Responsibilities

CHMG shall set and monitor policies relating to the management of the support services and facilities of Church House. The responsibility for implementation of such policies rests with those employees appointed by the Church to do so and ultimately the General Secretary.

- 3.1 CHMG shall have budgetary responsibility for capital expenditure on 86 Tavistock Place, London, for maintenance to the fabric (including the third floor flat, 86A Tavistock Place); and for such equipment and staffing costs as come under the "Church House Costs" budget head in the annual accounts.
- 3.2 CHMG shall have responsibility for overseeing the maintenance of centrally owned properties in accordance with the Housing Policy for Assembly Appointed Staff (December 2005).
- 3.3 CHMG shall ensure the development, implementation, maintenance and monitoring of a policy and hold budgetary responsibility (capital and revenue) for IT in Church House, for staff whose reporting base is Church House.
- 3.4 CHMG shall ensure the development, implementation, maintenance and monitoring of a Health & Safety Policy for Church House, for staff whose reporting base is Church House and synod Moderators.

- 3.5 CHMG shall ensure the development, implementation, maintenance and monitoring of a Data Protection Policy for Church House, for staff whose reporting base is Church House and synod Moderators.
- 3.6 CHMG shall ensure development, implementation, maintenance and monitoring of an Archiving Policy for Church House.
- 3.7 CHMG shall ensure the development, implementation, maintenance and testing of a Business Continuity Plan for Church House.
- 3.8 CHMG shall be responsible to the Board of Trustees for that part of the Church's Risk Register which relates to the running of Church House, including all matters covered within its Health & Safety policy.
- 3.9 CHMG shall be responsible for any other related matters which affect the welfare of staff or operational matters in Church House, which may arise from time to time, and for which a formal policy or procedure is required (excepting human resources matters which will be the responsibility of the Human Resources Advisory Group); and any other associated matters referred to it by Mission Council.