

# Paper Z1

## Church House management group

### Terms of reference

Church 2018  
United  
Church 2018  
Reformed  
Church 2018  
Church

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#### Basic information

<b>Contact name and email address</b>	Jane Baird, Deputy General Secretary (administration and resources) <a href="mailto:jane.baird@urc.org.uk">jane.baird@urc.org.uk</a>
<b>Action required</b>	Decision.
<b>Draft resolution(s)</b>	<p>a) <b>Mission Council adopts the amended terms of reference for the Church House management group, with immediate effect</b></p> <p>b) <b>Mission Council notes the end of service dates for the current members of the Church House management group:</b></p> <ul style="list-style-type: none"> <li>• <b>Mike Gould, 30 June 2019</b></li> <li>• <b>Doug Maxwell, end of General Assembly 2020</b></li> <li>• <b>Derek Jones, end of General Assembly 2021</b></li> <li>• <b>Robert Buss, end of General Assembly 2022.</b></li> </ul>

#### Summary of content

<b>Subject and aim(s)</b>	Updating the terms of reference for current needs and circumstances, specifically to define terms of service for members.
<b>Main points</b>	Membership and terms of service.
<b>Previous relevant documents</b>	Terms of reference agreed Mission Council November 2015 (paper U2 refers).
<b>Consultation has taken place with...</b>	Nominations committee.

#### Summary of impact

<b>Financial</b>	No direct impact.
<b>External (e.g. ecumenical)</b>	None.

# Terms of reference

1. In November 2015 Mission Council agreed updated terms of reference for the Church House management committee (CHMG).
2. The 2015 terms of reference did not specify any length of service for its members.
3. CHMG wishes to come in line with other committees which set an expectation for the period of service by setting an initial period of four years extendable by up to an additional two years.
4. CHMG proposes the following end of service dates for its existing members:
  - Mike Gould, 30 June 2019
  - Doug Maxwell, end of General Assembly 2020
  - Derek Jones, end of General Assembly 2021
  - Robert Buss end of General Assembly 2022
5. The terms of reference are also amended to clarify the staff members in attendance.
6. The proposed amended terms of reference are included as an appendix to this paper. The changes are shown in bold.

# Appendix – Church House management group terms of reference

## 1. Membership

CHMG will consist of:

- 1.1. Convenor: Deputy General Secretary (administration and resources) [DGS(A&R)]
- 1.2. Ex officio: General Secretary, Chief Finance Officer.
- 1.3. 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.

**Appointments will be for an initial term of four years which may be extended by up to two years.**

- 1.4. In attendance: IT Manager, Facilities Manager, **Records Manager**.

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 of 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 and 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 for that part of the Church's Risk Register which relates to the running of Church House, including all matters covered within its health and 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.