

Clergy Housing Committee Terms of Reference

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1. Constitution and Conduct

Status	The Clergy Housing Committee (the Committee) is a committee of the Bishop's Council of Diocesan Trustees (BCDT), acting as the Lincoln Diocesan Trust and Board of Finance Ltd (LDTBF) and as the Diocesan Parsonages Board.
Legal Framework	The Committee assists BCDT in discharging its functions as the Diocesan Parsonages Board under the Repair of Benefice Buildings Measure 1972. That Measure provides for repair of parsonage houses by Parsonages Boards and enables a diocesan synod to designate the Diocesan Board of Finance as the Board for the purposes of the Measure.
Accountability and Relationship	The Committee is accountable directly to BCDT acting as the Diocesan Parsonages Board. It shall report directly to BCDT. It may provide information to the Finance Committee where required in relation to budgetary and affordability matters The Committee is the lead committee for clergy housing, parsonage functions, housing standards, housing policy, property condition, compliance, inspections and the suitability of clergy housing stock.
Composition	Ex officio members: • The Archdeacons Archdeacon appointees: • One clergy Member from each archdeaconry, appointed by the relevant Archdeacon. Bishop's Council of Diocesan Trustees appointees: • Five lay members, appointed by BCDT on the recommendation of the Search and Nominations Committee. • Of the five lay members, one should be a clergy spouse and two should be selected for property management, housing, surveying, construction, environmental, legal or related expertise. • Lay members need not be Diocesan Trustees. None of the Members may also be a member of the Audit and Governance Committee.
Chair and Vice Chair	The Chair, who must be a Diocesan Trustee, and the Vice-Chair shall be appointed by BCDT from among the members of the Committee on the recommendation of the Search and Nominations Committee.
Terms of Office	All appointments will normally be for a period of three years in line with the Diocesan Synod triennium. The Search & Nominations Committee may routinely review membership and report to the BCDT more frequently if required. Casual vacancies shall be filled at the earliest opportunity.
Quorum	The quorum is six members, of whom one must be an Archdeacon, and a further one must be a Diocesan Trustee. A Suffragan Bishop may deputise for an Archdeacon where neither Archdeacon is able to attend the meeting.
Conduct and decision making	All decisions shall, so far as possible, be made by consensus. Where consensus cannot be reached, matters shall be determined by a majority vote of those present and voting. In the event of an equality of votes, the Chair (or the Vice Chair in the absence of the Chair) shall have a casting vote. Decisions between meetings may be made by the Committee by email

subject to compliance with the provisions of these Terms of Reference and the Scheme of Delegation.

Members shall declare any conflicts of interest and shall act in accordance with the trustee Code of Conduct and the best interests of the LDTBF.

Officers

The Diocesan Surveyor will support the Committee, serve as its Secretary, and be responsible for implementing the Committee's decisions.

Other members of the Estates and Properties Team may attend at the invitation of the Diocesan Surveyor and the Chair (or, in the latter's absence, the Vice-Chair).

The LDTBF Chair, the Diocesan Secretary and the Head of Finance shall be invited to attend.

Meetings

The Committee shall meet at least four times a year. Meetings of the Committee may be held by electronic means, including online and telephone conferencing, if required by the Members and agreed by the Chair.

Minutes

All meetings will be minuted by the Secretary and these minutes will be checked for accuracy by the Chair before being forwarded to the relevant officer for inclusion in the deemed papers for the BCDT.

2. Purpose

The purpose of the Clergy Housing Committee is to assist BCDT in providing good quality, suitable, safe, compliant and sustainable housing for clergy and other ministers, as part of the Diocese's support for mission and ministry and its pastoral care for ministers and their families.

3. Delegated Authority

Subject to the approved budget, Financial Regulations, Scheme of Delegation and any relevant statutory requirements, the Committee is authorised to:

- Obtain external legal, surveying, property, valuation, health and safety, environmental or other professional advice within approved limits.
- Approve routine and planned maintenance within approved revenue and capital budgets.
- Approve lettings, re-lettings, notices to quit and tenancy negotiations for temporarily vacant clergy housing, provided this does not prejudice future ministry deployment.
- Approve housing policies and standards where they are within existing strategy and budget.
- Approve the disposal of clergy housing or parsonage properties which have been determined by the relevant Operations Group deployment process or BCDT to be surplus to ministry requirements and where no replacement property is required.
- Recommend to BCDT any housing policies or standards which involve material policy change, financial change or strategic change.
- Recommend directly to BCDT the clergy housing replacement programme, major capital works, property acquisitions or changes in housing stock.
- Recommend directly to BCDT all acquisitions of clergy housing and all disposals requiring replacement housing or involving significant strategic, legal or financial implications.
- Refer to BCDT any matter above delegated limits, outside approved budget, legally complex, pastorally sensitive or strategically significant.

For clarity:

- Clergy housing, parsonage property and houses which are short-term let are all matters which shall be led by the Clergy Housing Committee.
- Investment property, glebe or income-generating assets shall be led by the Investment Committee.
- Affordability, reserves, borrowing, cash flow and budgetary impact shall be scrutinised by the Finance Committee.

- Final approval shall rest with BCDT where required by the Scheme of Delegation, Financial Regulations, statute or trustee responsibility.

4. Responsibilities

The Committee shall:

- Oversee the agreed diocesan clergy housing stock.
- Ensure clergy housing is maintained in proper repair, subject to the responsibilities of occupants and the relevant statutory framework.
- Oversee quinquennial or periodic inspections and monitor completion of resulting works.
- Ensure compliance with health and safety, landlord, property, insurance and other legal requirements.
- Oversee temporarily vacant clergy housing and arrangements for lettings where appropriate.
- Develop, review and recommend clergy housing policy and standards.
- Monitor carbon reduction and environmental issues relating to clergy housing.
- Consider the suitability of housing stock for current and future ministry deployment.
- Recommend replacement, acquisition or disposal of clergy housing where required.
- Maintain a clergy housing risk register, including compliance, health and safety, financial, environmental, pastoral and reputational risks where appropriate.
- Provide information to the Finance Committee on significant financial implications affecting budget planning and affordability.
- Report strategic, policy or delegated decisions to BCDT.
- Work with Mission and Ministry Committee, Bishop's Staff and Archdeacons where housing decisions affect deployment, pastoral reorganisation or ministry strategy.

5. Communication and Reporting

The Secretary will:

- Normally ensure that agendas and papers are circulated to Members at least one week before meetings.
- Ensure that formal minutes, approved by the Chair, are circulated to Members and submitted to the Bishop's Council of Diocesan Trustees following each Committee meeting.

The Chair shall provide a written report to BCDT following each meeting. The report shall distinguish between:

- Decisions taken under delegated authority.
- Recommendations requiring BCDT approval.
- Significant clergy housing, property condition, compliance, health and safety, pastoral or reputational risks, exceptions or matters of concern.
- Budgetary, affordability, capital works, planned maintenance, carbon reduction or property stock implications.

6. Boundary with other Financial Committees

The Committee shall work within the Scheme of Delegation and shall not assume authority reserved to BCDT or delegated to another committee. The Clergy Housing Committee is responsible for clergy housing and parsonage matters. Where a property is no longer required for clergy housing or ministry purposes, the Committee shall recommend that it be released from the clergy housing stock. Once released, responsibility for the future use, retention, investment, development or disposal of the asset shall sit with BCDT, with advice from the Investment Committee and Finance Committee as appropriate.