

London Diocesan Advisory Committee



CONSTITUTION OF THE LONDON DIOCESAN ADVISORY COMMITTEE

NAME
MEMBERSHIP
SUB-COMMITTEES
CONSULTANTS
QUORUM
PROCEDURE
MISCELLANEOUS

NAME

1. The Committee shall be known as the London Diocesan Advisory Committee for the Care of Churches.

MEMBERSHIP

2. The Committee shall consist of a chairman, the archdeacons of the Diocese, and not fewer than twelve other members.

3. The Chairman shall be appointed by the Bishop of the Diocese of London after consultation with the Bishop's Council, the Chancellor and the Council for the Care of Churches.

4. The other members shall be:-

(a) two persons appointed by the Bishop's Council of the Diocese from among the elected members of the Diocesan Synod of the Diocese;

(b) not fewer than ten other persons appointed by the Bishop's Council of the Diocese, of whom one shall be appointed after consultation with the Historic Buildings and Monuments Commission for England, one shall be appointed after consultation with the relevant association of local authorities (for the time being the Association of London Government), and one shall be appointed after consultation with the Joint Committee of the National Amenity Societies;

(c) such other persons as may be co-opted under paragraph **8** below.

5. In making appointments under paragraph **4(b)** above, the Bishop's Council shall ensure that the persons appointed have, between them:-

(a) knowledge of the history, development and use of church buildings;

(b) knowledge of Church of England liturgy and worship;

(c) knowledge of architecture, archaeology, art and history; and -

(d) experience of the care of historic buildings and their contents.

6. The first appointment of the Chairman and other members of the Committee under paragraph **4(a)** and **(b)** above shall take place as soon as practicable, and subsequent new appointments of the Chairman and those members shall be made within the period of one year following the formation of the second new Diocesan Synod after the latest appointments.

7. The term of office of the Chairman and any other member of the Committee appointed under paragraph **4(a)** and **(b)** above shall be the period from his or her appointment to the making of new appointments in accordance with paragraph **6** above.

8. With the consent of the Bishop of the Diocese, and subject to paragraph **13** below, the Committee may from time to time co-opt such persons (of a number not exceeding one third of the total of the other members) as it thinks fit to be additional members of the Committee, but any person so co-opted shall cease to be a member of the Committee on the making of new appointments in accordance with paragraph **6** above.

9. A member of the Committee who ceases to hold a qualification by virtue of which he or she became a member shall thereupon cease to be a member, and shall not be eligible for re-appointment.

10. A member of the Committee who ceases to be a member otherwise than as a consequence of paragraph [9](#) above shall be eligible for re-appointment.

11. Where a casual vacancy occurs among the Chairman and other members of the Committee appointed under paragraph [4\(a\)](#) and [\(b\)](#) above, the Bishop shall appoint a person to fill the vacancy, and if the person whose place is to be filled was a member of the Committee by virtue of his or her membership of the Diocesan Synod of the Diocese, or after consultations under [4\(b\)](#) above, the person so appointed shall also be a member of that Diocesan Synod, or after further consultations under [4\(b\)](#) above, as the case may be.

12. Any person appointed to fill a casual vacancy shall hold office only for the unexpired portion of the term of office of the person in whose place he or she is appointed.

13. The whole membership shall not exceed thirty-five persons.

SUB-COMMITTEES

14. The Committee may from time to time establish such sub-committees and working parties as it deems necessary to assist in the exercising of any of its functions contained in Schedule 2 of the Measure and, in particular, shall establish:-

(a) A Standing Committee;

(b) No fewer than two Applications Sub-committees.

15. The Chairman or Vice-Chairman of the Committee shall be the Chairman of the Standing Committee. Each other sub-committee shall appoint a chairman from among its own members.

16. The members of the Standing Committee shall be the Chairman and/or the Vice-Chairman, and no fewer than three other members of the Committee.

17. The members of an Applications Sub-committee shall include:-

(a) The archdeacons of all areas containing churches to which the business of that Applications Sub-committee may from time to time relate.

(b) No fewer than three other members of the Committee. No person may be a member of more than one Applications Sub-committee.

18. Subject to paragraph [17](#) above, archdeacons shall be members of the relevant Applications Sub-committees ex-officio. Other members of the Standing Committee and any other sub-committee shall be appointed by the Committee for such period, ending not later than the date for making new appointments under paragraph [6](#) above, as the Committee deems appropriate.

19. Subject to the agreement of the full Committee, meetings of the Applications Sub-committees may be held jointly. Subject to paragraph **36** below, the Chairman or Vice-Chairman of the Committee shall be the Chairman of any such joint meeting.

20. The Standing Committee shall exercise such functions as the Committee may from time to time require it to exercise and in particular may:-

(a) Allocate to one or other Applications Sub-committee all applications for the advice of the Committee in respect of proposed works or other proposals for which a faculty is required unless they consider that any application should be laid before the full Committee.

(b) Assist the Committee in giving advice to the persons listed in paragraph 2 of Schedule 2 of the Measure, or refer their requests for advice to the Committee;

(c) Assist the Committee by collecting information and preparing documents and taking any other steps they consider appropriate to assist the Committee in exercising its functions **under paragraph 1(b) to (f) of Schedule 2 of the Measure;**

(d) Make such inquiries as may be necessary to assist the Committee in exercising its functions in connection with the appointment of quinquennial inspectors under the Inspection of Churches Measure 1955.

(e) Issue a certificate on an application, when empowered to do so by the full Committee, or in case of emergency, or if the application is for renewal of a previous certificate which has expired 12 months after the date of issue.

21. When applications are allocated under paragraph [20\(a\)](#) above for consideration by the Applications Sub-committees, the Standing Committee shall have regard to guidelines which shall be approved from time to time by the Committee.

22. Any sub-committee may at the discretion of its Chairman invite any person who is a member of the Committee but not of that Sub-committee

to attend a meeting of the Sub-committee, and any member of the Committee shall be treated as a member of that Sub-committee for purposes of the meeting which he or she is attending.

23. An Applications Sub-committee on receipt of any application for the advice of the Committee pursuant to paragraph [20\(a\)](#) may ask for such information and may arrange or make such visit or visits to any church, place of worship, churchyard or burial ground in the Diocese as it considers necessary to enable it (a) to report to the full Committee on the application, or (b) to refer the matter back to the applicant for re-consideration, or (c) to issue a certificate on behalf of the Committee, either Recommending the proposed works or raising No Objection, where it is empowered to do so.

24. An Applications Sub-committee may only issue a certificate on behalf of the Committee in the category of applications which are from time to time approved by the Committee under paragraph [21](#) above, or in a case of emergency. If an Applications Sub-committee is not unanimously in favour of issuing a certificate, then the Applications Sub-committee may refer the matter up to the Full Committee for determination. If an Applications Sub-committee is of the opinion that any application should be Not Recommended, the matter shall be referred up to the Full Committee for determination, with or without a report or recommendation by the Sub-committee.

25. If an Applications Sub-committee considers that any application allocated to it requires to be considered by the full Committee, it may refer that application up; or if the full Committee considers that any application allocated to it is sufficiently straightforward and uncontroversial to be discussed only by a sub-committee, it may refer the application down to that sub-committee, and the Secretary shall lay the application before the next meeting of the Full Committee or sub-committee, as the case may be.

26. As soon as recommendations for decision have been agreed by any sub-committee upon any applications upon which it is not empowered to issue a certificate by virtue of paragraphs [21](#), [23](#) & [24](#) above, those applications shall be presented together at the next meeting of the Full Committee, together with the Sub-committee's recommendations, and the Full Committee may ratify those recommendations, or may take any other decision which the Committee thinks fit and which it is empowered to take in relation to any application.

27. The Standing Committee and each Applications Sub-committee shall report regularly to the full Committee upon their proceedings, and in particular shall report all decisions upon applications allocated to them under paragraph [20\(a\)](#), and/or upon which they are empowered to issue

certificates. Such report shall be made not later than the second meeting of the Full Committee after each application was determined, and shall include a record of all certificates granted pursuant to paragraph [20\(e\)](#), or paragraphs [21](#), [23](#) & [24](#), as the case may be.

28. For the purposes of issuing a certificate pursuant to paragraph [20\(e\)](#), or paragraphs [21](#), [23](#) & [24](#), a meeting of the Standing Committee or an Applications Sub-committee shall be deemed to be a meeting of the Committee.

CONSULTANTS

29. The Bishop of the Diocese may appoint suitably qualified persons to act as consultants to the Committee if the Committee request him to do so.

30. The Bishop may appoint experienced former members of the Committee as emeritus consultants on the request of the Chairman.

QUORUM

31. No meeting of the full Committee may be commenced unless a quorum is present, comprising at least one third of the total number of members, including the Chairman and any co-opted members.

32. Subject to paragraph [22](#) above, a meeting of the Standing Committee or any sub-committee may be held when three or more members are present, or one third of its membership, whichever is the greater.

33. Any person not being a member of the Committee, including the Secretary and any consultants or emeritus consultants, shall not be counted for purposes of establishing whether a quorum is present.

34. If the number of members present at any meeting should fall below a quorum during the meeting, the meeting may continue the business, but the Secretary shall as soon as is practicable circulate to all members a memorandum of decisions taken, and 14 days shall be allowed for comment before action is taken on any decision taken without a quorum. In the event of dissent being expressed, the matter shall be deferred and laid before the next available meeting.

35. The Committee may act notwithstanding a vacancy in the membership.

PROCEDURE

36. If for any reason at a meeting of the full Committee, the Standing Committee or any Sub-committee, the Chairman of the Committee or other person appointed under paragraphs [15](#) or [19](#) above is unable to be present, then if he is present the Vice-Chairman shall take the chair; and if he is not present, the members present shall appoint an acting chairman from among those present.

37. In advance of each meeting, the Secretary shall give to all members entitled to attend the meeting written notice and an agenda together with any necessary supporting papers.

38. The agenda for every meeting shall contain provision for any matter of emergency being not specifically listed on the agenda, to be taken at the discretion of the chairman of the meeting, and decision on any such matter may be taken forthwith.

39. The Secretary shall attend all meetings of the full Committee, the Standing Committee and sub-committee(s).

40. The advice of any consultant or emeritus consultant appointed under paragraph [29](#) or [30](#) of this constitution may be sought by the Committee or any sub-committee in respect of any matter falling within the functions of the Committee contained in Schedule 2 of the Measure, and such advice may be given either orally or in writing to the Committee or to any sub-committee, as the case may be.

41. Any such consultant or emeritus consultant may be invited to attend any meeting of the Committee or any sub-committee for the purpose of giving information or advice, but shall not be entitled to vote.

42. Where it is necessary for a vote on any matter to be taken, the vote shall be taken by a show of hands of the members present, and the Secretary shall record in the minutes the numbers for and against and abstaining. Any member who has expressed dissent from the opinion of the majority present may request that such dissent be recorded in the minutes. Subject to the foregoing, decisions may be taken by agreement, and the Secretary shall record all decisions taken in the minutes.

43. The Secretary shall prepare and give to every member of the Committee and to the Chancellor and the Registrar of the Diocese minutes of the matters discussed at each meeting of the Committee. The agenda, and/or the minutes of any meeting may additionally be given to such other persons or bodies as may from time to time be agreed with the Committee and with the Chancellor. The Secretary may at the request of any persons referred to in paragraph 2(a), (d), (f), (g) or (h) in

Schedule 2 of the Measure and subject to the agreement of the Committee provide to such person an extract from the minutes relating to any matter upon which that person sought the advice of the Committee.

44. Subject to the above and to any additions or amendments which may from time to time be approved by the Diocesan Synod, the Committee may determine its own procedures. Subject to the above and any directions by the Committee, the Standing Committee and any sub-committee may determine their own procedures.

MISCELLANEOUS

45. The Secretary to the Committee shall be appointed by the Bishop of the Diocese after consultation with the Chairman of the Committee and the chief administrative officer of the Diocese.

46. The Committee shall each year prepare an estimate of its expenditure in the forthcoming year and submit this for approval by the Diocesan Bishop's Council acting as the Council of the London Diocesan Fund, and by the Diocesan Synod.

47. As soon as is practicable after the end of each calendar year the Committee shall prepare a report of its work and proceedings during that year and shall cause it to be laid before the Diocesan Synod, and the Secretary to the Committee shall send a copy of the report to the Council for the Care of Churches.

48. In this constitution,-

(a) 'National amenity society' has the same meaning as in the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

(b) In paragraph [4\(b\)](#) above, 'relevant association of local authorities' means the organization stated in paragraph [4\(b\)](#), or such other association as may from time to time be designated by the Dean of Arches and Auditor as the relevant association of local authorities for the purposes of this constitution for the Diocese of London.

(c) The Secretary means the Secretary of the Committee or a duly authorised deputy.

**London Diocesan Synod
25 June 2002**