

Annual Letter to PCC Secretaries - 2023

March 2023

To: PCC Secretaries

cc: Parish Priests, Churchwardens and others

Introduction

Welcome to those of you who are new to the role of PCC Secretary, and thank you all - newcomers and older hands - for shouldering this key role, which so vitally contributes towards good governance in your church.

There is a link to annual letters issued in previous years: <https://www.london.anglican.org/kb/pcc-secretaries/> [see 'Resources']. Apart from some key areas, I have generally not repeated information to be found in those letters.

For Information and resources on APCMs go to - <https://www.london.anglican.org/support/annual-meetings/>

The Synodical department

The Synodical department has recently undergone a restructuring, although we still remain a departmental team of two staff members. The reasons for the restructuring included the considerable increase over the years in the volume of work having to be dealt with by this department. It was clear that the structure which had been in place for some time no longer met either the current or future needs of the Diocese in providing the governance support necessary for growth and mission to flourish.

The restructuring introduced a change in the department's name to the **Governance department**, and a change in the job title of the *Synodical Secretary* to *Head of Governance*. In place of the previous *Synodical Officer* role, the restructuring involved the creation of a *Senior Governance Officer* role to which Lizzy Millar has been appointed. This new role also includes standing in when necessary as deputy for the Head of Governance.

1 Deanery Synod elections in 2023

Elections to deanery synods take place at APCMs in 2023.

The term of office of the lay representatives to be elected will run from 1 July 2023 until 30 June 2026.

It should also be noted that:

- The number of places allocated for your parish **remains the same for the 3 year deanery synod term** regardless of any changes to electoral roll numbers during that period.
- Those elected previously to the deanery synod are no longer members of the deanery synod unless they are re-elected. Those elected at this year's APCMs will be your parish's representatives on the deanery synod for the new term which starts on 1 July 2023 (Church Representation Rule 19(1)(b)).
- It is important that your APCM elects the **correct** number of deanery synod representatives – a new figure is required to be calculated for each election. Your parish's figure may well have changed. Some parishes have fewer representatives owing to the new Scale. The parish's allocation of deanery synod representatives was circulated to PCC Secretaries last December, and also copied to Parish Priests and Churchwardens. If necessary please check the '2023-2026 - Deanery Synod representation – Schedule of allocation to parishes' on the diocesan website:
<https://www.london.anglican.org/support/annual-meetings/> (See the second set of downloads, second to last document).

2 Church Representation Rules 2022

The latest edition of the Church Representation Rules is the 2022 Edition. (This has a bright turquoise coloured cover). The 2022 Edition reflects a few changes made to the Rules since the 2020 Edition was issued. The 2020 Edition saw a complete redrafting of the 2017 Edition.

The 2022 Edition can be obtained:

- online at <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents>
- from Church House Bookshop at <https://www.chpublishing.co.uk/books/9780715111864/church-representation-rules-2022>

3 The number of terms a parish representative may serve on a deanery synod

There was originally no limit to the number of terms that a parish representative could serve on a deanery synod. Then the 2020 Edition of the Rules introduced an automatic two term limit which the APCM had the power to remove.

The 2022 Edition has now reverted to there being no automatic limit on the number of terms a parish representative can serve on a deanery synod. However, the APCM does have the power to impose a limit, by passing a resolution (CRR M8(5) to (7) refer).

4 Data Protection: The GDPR

- **Training for PCC members and key data users in the parish**

The Diocesan ‘**GDPR Toolkit for Parishes**’ and other resources, including the **PowerPoint slides and Questions & Answers from the GDPR Parish Workshops** are available on the following link: <https://www.london.anglican.org/kb/data-protection/>. A video of one of the workshops is also available via that link.

- **GDPR training - National Church**

This GDPR training can be accessed via the link below. This suite of e-learning modules is provided by the National Church at significantly reduced costs, about £10 per head irrespective of which course is selected: [Parish Buying - GDPR e-learning](#)

- **GDPR training - iHasco**

This GDPR training is by ‘iHasco’: <https://www.ihasco.co.uk/courses/detail/uk-gdpr-essentials-training> Tel: 01344 867 088 (x 424) and quote London Diocese ref: 132444. (The contact is Sue Webb sue.webb@ihasco.co.uk, who would be happy to assist).

- **Past PCC members and data security**

PCCs as *data controllers* are responsible for ensuring that the parish’s data is both stored and used securely.

An important aspect of this is with regard to data held by past PCC members. If a member of the PCC who has now stood down held data belonging to the parish on their personal devices, the data should now be returned to the parish to be held on the computer systems which are under the control of the PCC. The data should then be deleted from the individual’s own devices.

- **Those no longer involved with the parish**

Data held by PCCs relating to people who have moved away and are no longer involved with the parish should be reviewed and deleted if no longer required.

Monica Bolley, Head of Governance
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