

# TERMS OF REFERENCE

# AGENDA PLANNING GROUP

1<sup>st</sup> edition: Approved May 2021

## Record of Amendments

Date	Version	Reason	Page Number
May 2021	1	First Issue produced together with Norwich Diocese governance review 2020.	All

## **Agenda Planning Group**

### **Terms of Reference**

#### **1. Place within the organisation**

The Agenda Planning Group reports to the Bishop's Council of Trustees.

#### **2. Role**

The Agenda Planning Group sets the agenda for the Bishop's Council of Trustees and produces a draft agenda for Diocesan Synod for the Bishop's Council of Trustees to approve.

#### **3. Duties**

The Agenda Planning Group collates information and requests from the Bishop's Staff, Bishop's Council of Trustees, and General, Diocesan and Deanery Synods, and Archbishop's Council, from which it plans and organises the meetings of Diocesan Synod and the Bishop's Council of Trustees. Further information and requests may be received from Heads of Departments and Committee chairs. The Agenda Planning Group ensures synodical requirements are met, including information flow.

#### **4. Composition**

The Bishop of Norwich

One of the Suffragan Bishops

Chair of the House of Clergy (vice-chair of the Diocesan Synod)

Chair of the House of Laity (vice-chair of the Diocesan Synod)

Chair of the Norwich Diocesan Board of Finance

The Registrar by invitation

In attendance:

The Diocesan Secretary

a member of the Secretariat staff

#### **5. Tenure**

Membership of the group ceases when members no longer hold their appointed roles.

## **6. Meetings**

Once the meetings of Diocesan Synod and the Bishop's Council of Trustees are known, corresponding meetings of the Agenda Planning Group are arranged in good time to meet the required notice of the planned meetings of Diocesan Synod and the Bishop's Council of Trustees.

Meetings may be physical or virtual, and business may be conducted by email or other means between meetings in accordance with diocesan policies.

## **7. Report**

The Agenda Planning Group is not required to report but works closely with Bishop's Staff and the Bishop's Council of Trustees, keeping all informed.

## **8. Professional Standards**

The members of the Agenda Planning Group should at all times act in accordance with relevant professional and legal standards including those for data security, safeguarding, and respectful treatment of all colleagues and those they interact with. Up to date guidance on the relevant policies may be found in the Diocese of Norwich Handbook for Committee Members.