

TERMS OF REFERENCE

DIOCESAN ADVISORY

COMMITTEE

The Diocesan Advisory Committee Terms of Reference should be read together with the Diocesan Advisory Committee Constitution

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Record of Amendments

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Diocesan Advisory Committee for the Care of Churches (DAC)

Terms of Reference

1. Statutory Constitution

The Diocesan Advisory Committee for the Care of Churches (DAC) is constituted by section 36 of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018.

The DAC's constitution is made by the Diocesan Synod, following the outline provisions contained in schedule 2 of the 2018 Measure.

This Statutory Basis is reflected in the accompanying document, the Diocesan Advisory Committee Constitution. Should the Constitution be altered in the future, this Terms of Reference document will need to be reviewed at that time to ensure consistency.

2. Role

The purpose of the DAC is to advise the Diocesan Chancellor on faculty petitions brought by parishes or by private individuals for works to be carried out to churches in the Diocese. The DAC holds responsibility for the Quinquennial inspection scheme. The DAC provides advice to parishes on care of churches and on any proposed alterations. The DAC has a duty to ensure that records are correctly kept of all churches and their contents, churchyards, and burial grounds.

3. Duties

The Duties of the Diocesan Advisory Committee (DAC) are:

- To advise parishes who may be considering applying for faculty to make alterations to their church building or churchyard. This may include making site visits.
- To interact with statutory consultees (for example, Historic England, the Church Buildings Council, Local Authorities and the Amenity Societies), regarding any proposed changes.
- To advise parishes and the Archdeacons on work which requires scrutiny rather than full faculty.
- To advise the Diocesan Chancellor regarding faculty petitions, when a parish or individual has decided on an application and has prepared the necessary documentation.
- To ensure that the DAC Secretary implements the Quinquennial Inspection Scheme, in accordance with the 2018 Measure - Inspection of churches: section 45 of the 2018 Measure - <https://www.legislation.gov.uk/ukcm/2018/3/section/45>. (The Diocese of Norwich Scheme for Quinquennial Inspections is an accompanying document).
- To provide advice to parishes on methods of conservation, repair, construction, adaptation and re-development of church buildings.
- To ensure that the Church Buildings Department keeps records, to the required standards, of all churches and their contents, churchyards, and burial grounds. These standards derive from section 37 of the 2018 Measure – see <https://www.legislation.gov.uk/ukcm/2018/3/section/37>. The DAC advises the

Church Buildings Department when a faculty application requires records to be changed.

4. Composition

The full requirements for the appointment of committee members are set out in the Constitution document. The Committee must comprise the following members:

1. The Chair
2. The Archdeacons
3. Two members of Diocesan Synod
4. One member representing Historic England
5. One member representing the National Amenity Societies
6. One member representing the local planning authorities
7. Seven other members

All appointments, barring the Archdeacons, are made by the Diocesan Bishop, who is advised by the Nominations Committee.

It is advisable that the following skills are held by members of the committee, or co-opted persons:

- (i) Knowledge of the history, development and use of church buildings
- (ii) Knowledge of the Church of England liturgy and worship
- (iii) Knowledge of architecture, archaeology, art and history
- (iv) Experience of the care of historic buildings and their contents

It is also desirable to include a person/persons with a knowledge of flora and fauna.

Co-options

With the consent of the Bishop, the Committee may from time to time co-opt such persons (lay or ordained) (not exceeding 1/3rd of the total number of other members) as it thinks fit.

Consultants

The Bishop may appoint suitably qualified persons to act as consultants to the Committee if the Committee requests him/her so to do.

Secretary

The DAC Secretary (who shall be appointed by the Bishop after consultation with the Chairman of the DAC and Diocesan Secretary) shall not be a member of the committee.

5. Tenure

The DAC is required by law to be reconstituted every 6 years. The DAC period of office is renewable on every sixth anniversary from 1 January 2017. The constitution itself came into effect on 17 October 1992 and can be amended by diocesan synod; see the Constitution document.

6. Meetings

The DAC meets at least nine times per year.

Meetings may be physical or virtual, and business may be conducted by email or other means between meetings [provided that business is noted to the committee members and recorded in the minutes of the next DAC meeting].

The DAC shall be quorate if over half of the committee members are present including the Chair of the Committee or a nominated deputy.

The DAC Secretary provides the Secretariat.

7. Report

The DAC is required to report annually to the Diocesan Synod on matters falling within its responsibility. The report is provided first to the Bishop's Council of Trustees. A copy of the DAC annual report is to be submitted to the Church Buildings Council.

8. Professional Standards

The members of the Bishop's Council of Trustees 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.