

TERMS OF REFERENCE

FINANCE COMMITTEE

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Record of Amendments

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

Finance Committee

Terms of Reference

1. Place within the organisation

The Finance Committee reports to the Bishop's Council of Trustees ("BCT") acting as the Norwich Diocesan Board of Finance ("NDBF") executive board.

2. Role

The Finance Committee has delegated responsibility for much of the work of the NDBF. It is responsible for developing a financial policy and strategy for the Diocese for approval by the BCT. Groups reporting to the Finance Committee are the Asset Management Committee, the Property Committee and Spire Property Consultants Ltd (see Appendix).

3. Duties

The duties of the Finance Committee are to:

- Oversee the implementation of financial policy and strategy approved by the BCT;
- Consider and report on the long-term, medium-term and short-term financial situation of the Diocese;
- Oversee the development of budgets and to monitor income and expenditure;
- Monitor the collection of parish share and review any proposed changes to its formula;
- Oversee the performance and continuing suitability of the NDBF's investments, through interaction with the Asset Management Committee;
- Monitor and liaise with the independent but wholly-owned business Spire Property Consultants Ltd, in terms of its operation and the income stream it provides to the Diocese;
- Ensure that the Property Committee meets its statutory requirements as the delegated Parsonages Board, and other requirements laid upon it;
- Advise the NDBF in its capacity as the Diocesan Authority and Custodian Trustee with respect to parochial trusts.

4. Composition

The Finance Committee shall consist of up to nine members

- Chair of the NDBF (who is also the Chair of the Finance Committee)
- Chair of the Asset Management Committee
- Chair of the Property Committee
- Chair of Spire Property Consultants Ltd
- One Archdeacon
- Up to four others appointed by the BCT acting as the NDBF in consultation with the Nominations Committee

In attendance:

The Diocesan Secretary, who shall provide the Secretariat

The Diocesan Director of Finance.

5. Tenure

Apart from ex-officio members, the members of the Finance Committee shall be appointed for a three year term and may serve up to two further terms, serving no more than nine consecutive years on the Finance Committee.

6. Meetings

A minimum of four per year but at other times as needed.

Meetings may be physical or virtual, and business may be conducted by email or other means between meetings as follows:

“Chair’s business”: Some urgent business may also be conducted by email between meetings and in consultation with the Diocesan Secretary. A written record of all such business transacted should be included in the minutes of the next meeting of the committee.

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

7. Report

7.1 The Finance Committee shall send a copy of its minutes to the BCT after each meeting with a covering paper/ overview, and shall forward to the BCT the minutes and overview of meetings of the AMC, Glebe and Property Committees, bringing to the BCT matters of note or for policy decision.

7.2 The Finance committee receives the annual reports of the Asset Management Committee, the Glebe Committee, the Property Committee and Spire Property Consultants Ltd. These annual reports are circulated to the BCT and to Diocesan Synod.

7.3 The Finance Committee shall ensure the preparation of the statutory annual reports and accounts for the BCT. These are to be prepared by and on behalf of the NDBF with the process overseen and scrutinised by the Audit and Risk Committee. The reports contain the information required by the Charity Commission and Companies House. They include reports on any reviews of specific areas of the NDBF's work and effectiveness.

When the report is agreed by the BCT, the report and accounts are submitted to the annual meeting of the NDBF (usually at the June or July meeting of Diocesan Synod) for formal approval, and are then signed by the Chair of the NDBF and submitted to the Charity Commission and Companies House.

8. Professional Standards

The members of the Finance Committee 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.

Appendix

Spire Property Consultants Limited

This is a private limited company and is wholly owned by NDBF. The company undertakes property services including project management, surveys, planning applications and other development work, mainly on behalf of parochial church councils, the Diocesan Board of Education and other church bodies. The company was established to generate a new revenue stream for the NDBF, partly by capturing expenditure which would otherwise have gone to third party contractors outside the diocesan family.