

Terms of Reference

Diocesan Advisory Committee

On what authority set up: Statutory or by another committee	Statutory
Statutory reference (if any)	The Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and The Faculty Jurisdiction Rules 2015 (as amended 2023)
File link to constitution	
Purpose (why the committee was set up)	<p>To fulfil the requirements of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015, and of any other enactment or rule of law relating to church buildings.</p> <p>The DAC shall carry out its functions of care and conservation with due regard to the role of a church as a local centre of worship and mission.</p>
Responsibilities and Delegated Authority (actual powers of committee or what is specifically outside their scope)	<p>The function of the DAC, as set out in the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015:</p> <p>a) to act as an advisory body on matters affecting places of worship in the diocese and, in particular, to give advice when requested by any of the persons specified in the paragraph below, on matters relating to the grant of Faculties; the architecture, archaeology, art and history of places of worship; the use, care, planning, design and redundancy of places of worship; the use and care of the contents of such places; and the use and care of churchyards and burial grounds;</p> <p>b) to review and assess the degree of risk to materials, or of loss to archaeological or historic remains or records, arising from any proposals relating to the conservation, repair or alteration of places of worship, churchyards and burial grounds and the contents of such places;</p> <p>c) to develop and maintain a repository of records relating to the conservation, repair and alteration of places of worship, churchyards and burial grounds and other material (including inspection reports, inventories, technical information and photographs) relating to the work of the DAC;</p> <p>d) to issue guidance for the preparation and storage of such records;</p>

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	<p>e) to make recommendations as to the circumstances when the preparation of such a record should be made a condition of a Faculty;</p> <p>f) to take action to encourage the care and appreciation of places of worship, churchyards and burial grounds and the contents of such places, and for that purpose to draw attention to appropriate methods of conservation, repair, construction, adaptation and redevelopment;</p> <p>g) to perform such other functions as may be assigned to the DAC by any enactment, by any Canon of the Church of England, by resolution of the Diocesan Synod or as the DAC may be requested to perform by the Bishop of the diocese or the Chancellor of the diocese.</p> <p>Subject to such amended or additional functions as may be specified in any amendments to or in legislation replacing the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 or The Faculty Jurisdiction Rules 2015.</p>
Sub-groups reporting to the committee (in what format & how often e.g. minutes, presentation etc)	None
Reports to (in what format & how often)	Reporting body is the Diocesan Chancellor. To report to the Standing Committee on an exceptions basis or on strategic matters.
Member role (including chair etc)	How appointed and terms of office
4 Archdeacons or their commissaries	Ex-Officio
<p>2 members to be appointed by Bishop's Council from among the elected members of the Diocesan Synod</p> <p>Not fewer than 10 other persons to be appointed by Bishop's Council, with 3 members to be appointed in consultation with Historic England, Local Government Associations and the National Amenity Societies</p>	<p>Appointed members – term of 6 yrs, appointment every second triennium or from date of appointment. Maximum tenure is 12yrs.</p> <p>Maximum tenure for Chair, in line with diocesan policy, is 9 years.</p> <p>By Bishop's Council, via recommendation of the appointments committee</p> <p>Directly by Bishop's Council, unless appointment outside usual process and requirements, then to go to the appointments committee for review.</p>
None	Co-opted members
Permitted attendees (particular roles or basis on which attendees are allowed)	Church Buildings team members, Diocesan Environmental advisor, Diocesan Disability advisor

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Casual vacancy (basis on which appointments between official appointments are to be made)	As per the original appointment
Termination of office (on what basis would a member's membership be terminated – non attendance of how many meetings etc)	Upon missing 3 consecutive meetings unless otherwise agreed by the Chair
Secretary (who is responsible for organising meetings, agenda & members etc)	Ms Liz Kitch, Head of Church Buildings
Meeting Frequency	Every other month
Meeting arrangements (notice period, place, permitted comm between meetings)	<ul style="list-style-type: none"> • Minimum notice for period for meetings 4 weeks, usual meeting dates provided a year in advance • Agenda/papers to circulate 7 days before meetings • Virtual meetings permitted (with decision making authority), as long as adhere with the provisions of the constitution or rules made under it relating to meetings, including chairing and the taking of minutes • 'Between meeting' decisions (by virtual/ electronic means/ email) permitted in the event that the usual meeting must be cancelled due to unforeseen circumstances or urgent decision needed and formal meeting not possible in time.
Conflict of Interest treatment	Adhere to the Diocese of Oxford Conflict of Interest policy
Quorum (below which any meeting decisions are invalid and should not take place)	Attendance by: <ul style="list-style-type: none"> a) either the Chair or the Vice-Chair; b) one Archdeacon or their commissary; and c) one third of the total number of the other members of the DAC appointed above, at least one of whom must be a qualified architect or surveyor.
Terms of reference date	July 2023 (updated from March 2023)
Clerk responsible (for maintaining records)	Ms Liz Kitch
Date to be reviewed	January 2028

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Membership register: DAC

Date appointed (term 6yrs)	Member	Role on committee	Status/speciality	Membership appointment (ex-officio/elected/nominated/co-opted)	Term ends (where not ex-officio)
Jan 23 (initial 3 year term)	Ms Abigail Lloyd	Chair	Architectural history	Appointed	Term end Jan 2026 – not renewing
N/A	The Ven Guy Elsmore The Ven David Tyler The Ven Jonathan Chaffey The Ven Stephen Pullin		Archdeacons	Ex-officio	n/a
2 members to be appointed by Bishop's Council from among the elected members of the Diocesan Synod:					
2013	Prof John Missenden	DS Member	Engineer	Appointed	Max term July 2027 (extension approved by BC May 21)
2022	Mr Mike Holmes	DS Member	Churchwarden with experience of undertaking a reordering	Appointed	Term end Dec 2028 Max term Dec 2034
Not fewer than 10 other persons to be appointed by Bishop's Council, with 3 members to be appointed in consultation with other bodies as below:					
Dec 2023	Rachel Fletcher	BC Appt Member: In consultation with Historic England	Historic England nominee	Appointed	Term end 2029 Max term 2035
2009	Mr Bryan Martin	BC Appt Member: In consultation with Local Government Associations	Conservation officer for WODC, conservation architect	Appointed	Max term July 2027 (extension approved by BC May 21)
2023	Mr John Pritchard	BC Appt Member: In consultation with Joint Committee of National Amenity Societies	Architectural historian	Appointed	Term end 2029 Max term 2035
2016 (renewed 2022)	Ms Helen Ensor	BC Appt Member	Architectural history	Appointed	Max Term 2028

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Date appointed (term 6yrs)	Member	Role on committee	Status/speciality	Membership appointment (ex-officio/elected/nominated/co-opted)	Term ends (where not ex-officio)
2020	Mr Peter Preston	BC Appt Member	Conservation architect	Appointed	Term end Dec 2026 Max term Dec 2032
2011	Ms Geraldine O'Farrell	BC Appt Member	Building services engineer	Appointed	Max term July 2027 (extension approved by BC May 21)
2015	Ms Joyce Christie	BC Appt Member	Conservation architect	Appointed	Max term 2027
Dec 2020	Mr James Mackintosh	BC Appt Member	Conservation architect	Appointed	Term end 2026 Max term July 2032
2017 (renewed 2021)	Revd Canon Dr Peter Groves	BC Appt Member (vs Co-opt as over the 10 minimum members)	Theology	Appointed	Max term end 2029
2015	Revd Val Plumb	BC Appt Member (vs Co-opt as over the 10 minimum members)	Rural Ministry Lived experience of disability	Appointed	Max term July 2027
2021	Charlotte Robinson	BC Appt Member	Architect	Appointed	Term end 2027 Max term 2033
2023	William Whyte	BC Appt Member	Architectural history	Appointed	Term end 2029 Max term 2035
2023	Louise Durning	BC Appt Member	Architectural history	Appointed	Term end 2029 Max term 2035
2023	Nicola Coldstream	BC Appt Member	Architectural history	Appointed	Term end 2029 Max term 2035
2023	Nick Wright	BC Appt Member	Architectural history	Appointed	Term end 2029 Max term 2035
2023	Freya Morris	BC Appt Member	Conservation	Appointed	Term end 2029 Max term 2035
2023	Sarah Tattersall	BC Appt Member	Structural engineer	Appointed	Term end 2029 Max term 2035
2023	Revd Deiniol Heywood	BC Appt Member	Mission & Projects	Appointed	Term end 2029 Max term 2035
Dec 2023	Diarmaid Macculloch	BC Appt Member	Ecclesiastical History	Appointed	Term End 2029 Max term 2035

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Advisor register: DAC

Date appointed	Advisor	Role on committee	Status/speciality	Membership appointment (ex-officio/elected/nominated/co-opted)	Term ends (where not ex-officio)
2021	Julian Munby	BC Appt Advisor	Archaeology	Appointed	Term end 2027
2017	Richard Codd	BC Appt Advisor	Architecture	Appointed	Term end 2021
	Giles Pritchard	BC Appt Advisor	Architecture	Appointed	
2020	John Radice	BC Appt Advisor	Architecture	Appointed	Term end 2021
	Matthew Craske	BC Appt Advisor	Art	Appointed	
	Alan Frost	BC Appt Advisor	Bells	Appointed	
	Rupert Griffin	BC Appt Advisor	Clocks	Appointed	
2023	Rachel Arnold	BC Appt Advisor	Conservation	Appointed	Term end 2029
2023	Martin Bridge	BC Appt Advisor	Dendrochronology, historic timbers & woodwork	Appointed	Term end 2029
2023	Daniel Miles	BC Appt Advisor	Dendrochronology, historic timbers & woodwork	Appointed	Term end 2029
2023	Lynn Mathias	BC Appt Advisor	Flint & brickwork	Appointed	Term end 2029
2023	Andrew Thearle	BC Appt Advisor	Ironwork	Appointed	Term end 2029
	Suellen Pedley	BC Appt Advisor	Needlework/textiles	Appointed	
	Roy Woodhams	BC Appt Advisor	Organs	Appointed	
	Barry Williams	BC Appt Advisor	Organs	Appointed	
2023	Philip Wharton	BC Appt Advisor	Organs	Appointed	
	Vacant		Monuments & Brasses		
	Vacant		20 th Century Art & Architecture		
	Sarah Brown	BC Appt Advisor	Stained glass	Appointed	
2023	Alex Wenham	BC Appt Advisor	Stonemason	Appointed	Term end 2029
2023	Jon Avent	BC Appt Advisor	Structural Engineer	Appointed	Term end 2029
2023	Mike Wilford	BC Appt Advisor	Structural Engineer	Appointed	Term end 2029

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2023	Lizzie Woolley	BC Appt Advisor	Wall painting conservation	Appointed	Term end 2029
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