

**Expected Guidance to be produced to support the draft Measure  
and the non-legislative recommendations of the CWG Report<sup>1</sup>**

**1. Statutory Guidance**

A. Finance Committee and Audit and Risk (Committee) (clauses 5(6) and (7))

Guidance relating to financial governance, as well as model terms of reference, will be produced in relation to the formation and composition of the Finance Committee. Guidance will also be produced on how a Chapter may wish to consider managing internal audit and risk, including model terms of reference for the Audit and Risk Committee when such a committee is set up. The Church Commissioners will need to consult those bodies which represent cathedrals in relation to their financial affairs before issuing such guidance.

B. Reviews Commissioned by the Bishop (clause 8(7))

Guidance will be produced in relation to the remit and conduct of the proposed Reviews of cathedrals by bishops, including membership and process and how a Review is different from a Visitation.

C. Accountability to Chapter (clauses 11(8) and (8))

Guidance will be produced on how the dean and residentiary canons may be held accountable to the Chapter for their executive (non-trustee) functions. The Church Commissioners will need to consult those bodies which represent cathedrals before issuing such guidance.

D. Safeguarding (clause 34)

Updated statutory guidance will be produced by the National Safeguarding Team in relation to Chapter's management of safeguarding within the cathedral and on reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.

**2. Guidance relating to the Church Commissioners' regulatory functions**

Guidance will be provided on how to apply to the Commissioners' for:

- A. consent for acquisitions and disposals of interests in land (clauses 20 and 21);
- B. a decision as to whether any specific property is or is not part of the cathedral's endowment (clause 22);
- C. consent for the improvement of property held by the cathedral (clause 23);
- D. consent to exercise the power in the Total Return Regulations 2013 to borrow up to 10 % of its endowment (clause 23(6));
- E. consent to pay additional emoluments to the dean or any residentiary canons whose stipend is paid by the Church Commissioners (clause 27(2));
- F. consent to certain borrowing (clause 28);
- G. consent to amendments to its Constitution and/or Statutes (clauses 30 - 33); and
- H. a scheme for a parish church cathedral to cease to have a parish (clause 40).

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<sup>1</sup> Where indicated, guidance is expected to be produced by the Church Commissioners in consultation with the appropriate bodies. Other guidance may be produced jointly with bodies representing cathedrals.

### **3. Other (non-statutory) guidance**

#### **A. Chapter**

- (i) Template constitutions and statutes will be provided with drafting notes and accompanying guidance.
- (ii) General governance guidance will also be provided to Chapters, including links to Charity Commission and other sector body guidance on a range of key governance areas, including trustee obligations, conflicts of interest, the separation between governance and management functions and serious incident reporting.
- (iii) Guidance will also be provided on the role of the Senior Non-Executive Member, term limits for non-executive Chapter and committee members and on the dean's role as chair of Chapter.

#### **B. Advisory Councils, Committees and Cathedral Administration**

- (i) Guidance will be provided on the composition, functions and model terms of reference for any stakeholder / advisory councils which Chapters may set up.
- (ii) Model terms of reference will be provided for the Nominations Committee as will guidance on its composition and functions, reporting requirements and skills audits.
- (iii) Guidance will be provided on best practice on composition, reporting requirements and setting terms of reference for other Chapter committees and sub-committees.
- (iv) General guidance will be provided in relation to the senior management group, including example role descriptions, qualifications and key functions for the Chief Officers.
- (v) Guidance will be provided on the changes to the requirements for cathedral community rolls and on the declaration by the dean that a person is a habitual worshipper in non-parish church cathedrals.
- (vi) Guidance will be provided on the process for amending Chapter constitutions and statutes, to explain what consents will be required from each regulator and what the filing requirements are once the new instrument has been made.

#### **C. Residentiary Canons**

Guidance will be provided on the recruitment, ministerial development of and support for residentiary canons.

#### **D. Financial Reporting and Commissioner's Grants**

- (i) Model accounts and other finance related guidance (in discussion with CAFA and the AEC).
- (ii) Guidance on applying for grants from the Commissioners' general fund, as well as its Sustainability Fund, will be updated.

#### **E. Other**

Guidance or model policies will also be provided in other areas including:

- (i) Project Management
- (ii) Whistleblowing
- (iii) Visitations
- (iv) Grant applications
- (v) Recruitment, induction and training