**English Anglican Cathedrals – due diligence questionnaire 4 June 2021**

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| **Please provide responses to all the below sections**  **Section 1 : Organisational structure, accountability and decision making**  **Section 2 : Financial sustainability**  **Section 3 : Safeguarding: general trustee oversight, assurance and**  **inspection**  **Section 4: Redress for victims / survivors of (historical) abuse** |

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| Please do not provide personal data except where this is expressly required or strictly necessary in order to answer questions. Chapters should redact any personal data before sending unless these conditions apply.  Please be advised that the Charity Commission may need to ask further questions based on the information provided |

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| **Section 1** | **Organisational structure, accountability and decision making** |
| 1.1 | Please provide details of the organisation’s structure and attach an organisational chart. |
| 1.2 | Please provide details of:   * the processes by which members of the Chapter other than ex officio members are appointed; * the Chapter’s approach to trustee recruitment, including how it ensures a suitable mix of skills and experience and if its constitutional rules allow for sufficiently diverse trustee recruitment; * how the Chapter ensures new trustees have effective induction when they become trustees |
| 1.3 | Trustees have important legal duties as set out in the [Commission’s CC3- The Essential Trustee](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3).  They are also expected to ensure that they make decisions in accordance with the guidance provided in [CC27- It’s Your Decision.](https://www.gov.uk/government/publications/its-your-decision-charity-trustees-and-decision-making)  Considering the decision- making principles in CC27 including but not limited to:   1. acting within their powers 2. acting in the best interests of the charity 3. managing conflicts of interest 4. collective decision making 5. acting with reasonable care and skill 6. being sufficiently informed 7. taking account only of relevant factors   please account for each of a-g above and explain how you are satisfied the trustees have sufficient procedures in place to cover each aspect of effective decision-making. |
| 1.4 | Please describe the mechanisms that are in place if a serious (non-safeguarding) concern or allegation is raised about a trustee or office holder (including the Dean), including for example:   * who has ultimate responsibility for dealing with the concern; * whether they have the authority to suspend or remove the office holder pending investigation. |
| 1.5 | Please provide details of any areas of decision-making where the trustees do not have full discretion or accountability, for example, where matters are delegated to employees or others through a schedule of delegation or similar. |
| 1.6 | What procedures does the Chapter have in place for identifying serious incidents (as referred to in the Commission’s guidance – [How to report a serious incident in your charity – Gov.UK](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity) ) and reporting them to the Commission? |
| 1.7 | Please give details of any internal procedures in place to facilitate the reporting of serious concerns within the Chapter by trustees, employees or volunteers, for example, whistleblowing policies and procedures. |
| 1.8 | Please explain how the trustees manage or deal with issues of bullying, harassment or discrimination if they occur, which may impact on the trustees’ decision-making process. |
| 1.9 | Please provide details of all legal entities which will be subsidiaries of the Chapter, and trusts of which the Chapter will be a trustee, at the point at which it applies for registration. |
| Section 2 | Financial sustainability |
| 2.1 | Please provide the Chapter’s audited annual reports and accounts for the last five years. |
| 2.2 | Please provide a current assessment of the Chapter’s ability to continue as a going concern. |
| 2.3 | Please provide details of the Chapter’s investment policy, including any policy on making ‘ethical’ or ‘responsible’ investments. |
| Section 3 | Safeguarding: general trustee oversight and assurance |
| 3.1 | Please confirm whether there is a designated trustee who leads on safeguarding, include their skills and whether they are suitably qualified as well as how safeguarding management is adequately resourced. |
| 3.2 | Please provide a copy of any current safeguarding strategy or business/improvement plan for the Chapter where this exists.  If the Chapter does not have one, please provide a nil return. |
| 3.3 | Please provide details of any other practical steps being taken by the Chapter to improve safeguarding arrangements, including:   * how the trustees assure themselves that a positive, open and transparent culture is developed. For example:   + What information about safeguarding arrangements and safeguarding work undertaken in each year is publicised or published by the Chapter, either online or through annual reports?   + To what extent do the trustees test confidence in the Chapter’s safeguarding arrangements and culture of its workers (e.g. through staff surveys) or volunteers or stakeholders? |
| 3.4 | Please **attach the most recent SCIE independent safeguarding review** undertaken within the last 3 years regarding the adequacy of the Chapter’s safeguarding arrangements and their management. |
| 3.5 | In addition to the response to 3.4 above, please provide copies of:   * reports from safeguarding reviews for the last three years, audit or inspection work; * any linked action plans; and * written evidence of actions which have been undertaken to remedy or improve safeguarding arrangements in the Chapter since any such review, audit or inspection. |
| 3.6 | Please confirm to what extent such remedial or improvement actions have been independently verified to provide trustees with the assurance that these changes have been embedded. |
| Section 4 | Redress for victims / survivors of (historical) abuse |
| 4.1 | Please provide details of any processes in place for assessing claims. Please include details of any financial or alternative forms of redress (such as written apology, emotional support and compensation). |
| 4.2 | Please provide details of any contingency arrangements for financing such claims. |
| 4.3 | Please provide details of:   * any assessment which the Chapter has made of the likely number of redress claims it might expect to receive * any impact the Chapter considers that this might have on financial sustainability (recognising the need to balance the needs of past, current and future beneficiaries, for example). |