

GENERAL SYNOD**Appointment of Clerk to the Synod**

1. The Presidents, on the advice of the Business Committee, must appoint a person to be the Clerk to the Synod, such appointment to be subject to the approval of the Synod (Standing Order 146(1)).
2. The Presidents, on the advice of the Business Committee, have appointed Jenny Jacobs to be the Clerk to the Synod.
3. This is deemed to be approved unless, within 14 days of notification being sent to the members of the Synod, at least 25 members give due notice that they wish the appointment to be debated.

William Nye
Secretary General
June 2023

DETAIL

4. Dr Jacqui Philips held the post of Director of the Archbishops' Council's Central Secretariat and Clerk to the General Synod until she left the NCIs in April 2022. There was an open recruitment process to find her successor, as a result of which Simon Gallagher was appointed as Director of Central Secretariat. Simon joined the NCIs in October 2022 after 29 years in the civil service, most recently as Director of Planning at the Department for Levelling Up, Housing and Communities but having previously served in HM Treasury, the Foreign and Commonwealth Office and the Department for Work and Pensions. He is a member of Holy Trinity, Wallington, in the Diocese of Southwark.
5. Although Jacqui and her predecessor held both the role of Clerk and the role of Director, there is no requirement that one person hold both roles, and so we have taken the opportunity to reconsider how the work might best be distributed in future. Accordingly Jenny Jacobs will take on the role of Clerk to the Synod, under the line management of Simon Gallagher as Director of the Central Secretariat. Simon will support the Archbishops' Council and other committees.
6. Since her appointment to the role of Head of Governance in January 2018, Jenny Jacobs served as Jacqui's deputy. Jacqui was obliged to take a considerable amount of sick leave in the last three years of her tenure, during which times Jenny acted up and led the team. When Jacqui left in April 2022, it was agreed that Jenny should be acting clerk, and in that role she successfully ensured the smooth running of the July 2022 group of sessions.
7. As well as the work of the Clerk, she is secretary to a number of committees, including the House of Laity, General Synod Business Committee, Appointments Committee and Legislative Reform Committee. In addition, she acts as presiding officer for elections by General Synod and its Houses.