

Jay and Wilkinson Reports Response Group

Terms of Reference

Project Name	Jay and Wilkinson Reports Response		
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1. Introduction

1.1. The purpose of this document is to provide clarity and detail regarding:

- Response Group membership
- Response Group members' roles and responsibilities
- Response Group meeting arrangements

2. Scope of responsibilities

2.1. Following the disbanding of the Independent Safeguarding Board (ISB), the Archbishops' Council commissioned two reviews to identify lessons learned and propose helpful next steps.

2.2. The Wilkinson Review was carried out by Sarah Wilkinson of Blackstone Chambers, establishing a detailed account of events from the conception, design and establishment of the ISB until the announcement of the termination of contracts of members in June 2023. The Review makes findings on the reasons which led to the decision to terminate and identifies lessons to be learnt. The Review was published in December 2023.

2.3. The Jay Report is due for publication in February 2024, subject to fact-checking and any related tasks. Professor Jay chaired the UK's Independent Inquiry into Childhood Sexual Abuse (IICSA) and was appointed by the Archbishop of Canterbury and Archbishop of York in July 2023. In the announcement published on www.churchofengland.org on 29 July 2023, the terms of reference were described as:

- To provide options and recommendations for forming an independent safeguarding scrutiny body for the Church of England
- To make any recommendations for how further independence of safeguarding might be achieved
- To make any other recommendations that are necessary or appropriate.

2.4. Her website www.futureofchurchsafeguarding.org.uk states that she believes she was commissioned to independently:

- Provide options and recommendations for how a new independent safeguarding and scrutiny body for the Church of England might be formed and how it should operate;
- Make any recommendations for how further independence of safeguarding for the Church of England might be achieved; and
- Make any other recommendations that are necessary or appropriate.

2.5. At their meeting on 22 January 2024, the Archbishops' Council agreed to set up a response group to consider how to respond to these reports. The Archbishops' Council has committed publicly to learning lessons for the future delivery of independent safeguarding oversight, noting the vital importance of this for all who come into contact with the Church and particularly for victims and survivors.

2.6. The purpose of the Response Group is to oversee wider engagement and further reflection regarding both Reports in order to brief the National Safeguarding Steering Group (NSSG) and then advise the House of Bishops and the Archbishops' Council. Following the response to these reports will be presented to General Synod for debate.

2.7. The main responsibilities of the Response Group include, but are not limited, to:

- Direction and leadership for the development of proposals for implementation of the Jay Report, incorporating the lessons learned from the Wilkinson Review, to brief the NSSG and House of Bishops, and then to advise the Archbishops Council so that the Archbishops Council can develop a response to the reports which they will take to General Synod;
- Bringing support and challenge to the Senior Responsible Officer (SRO) to ensure the work is delivered on time and meets the expectations of the survivors of the wider Church;
- Making sure that victims and survivors are involved in the work and that their voices are heard;
- Ensuring that feedback from the wider Church – in particular from dioceses, parishes and cathedrals – on the Reports is collected and used to inform advice;
- Referring matters to trustees of the relevant bodies for decision where appropriate;
- Acting on any matters which are delegated to the Response Group by trustees;
- Advising and supporting the SRO in decision-making to ensure continued alignment with and contribution to the Church of England's strategic direction; and
- Promoting the programme of engagement across different stakeholder groups by inspiring confidence and providing direction.

2.8. The Response Group has no delegated authority to approve any expenditure.

3. Membership

3.1. Response group

3.1.1. The Response Group includes representatives of the Archbishops' Council, lay and ordained leaders and practitioners within the Church of England (particularly Archdeacon, Diocesan Secretary, Cathedral, Chair of Diocesan Safeguarding Advisory Panel and Diocesan Safeguarding Adviser representatives), an independent member with senior social work leadership experience, and appropriate officials, broadly split into two groups: the 'Executive Group' who will have voting rights where this is required, and 'Senior Advisors, Advisors and Guests' who will advise and challenge but not have voting rights.

3.1.2. All members of the Board should do their best to:

- Attend all meetings. Full (with voting rights where voting might be required) members of the Response Group may not send deputies,

although specialist advisers may do so where particular expertise is required;

- Provide operational and strategic advice and support regarding delivery of the work;
- Review all meeting documentation in advance and provide feedback and recommendations based on their expertise and experience as relevant.

3.2. Executive group

3.2.1. The Executive Group, whose members have voting rights where voting is required to take a decision, should do their best to:

- Attend all meetings;
- Review all meeting documentation in advance and provide feedback based on expertise and experience as relevant; and
- Review, advise on and (after discussion and any required amendment) approve proposals and associated documentation, particularly relating to recommendations to the Archbishops Council.
- Deliver agreed actions between meetings, especially to champion and communicate the engagement activities, and to invite participation.

3.2.2. Responsibilities individual to roles are listed below:

Board Member	Role	Responsibilities
Bishop Joanne Grenfell	Response Group Chair (as lead safeguarding bishop). This appointment is approved by Archbishops Council.	<p>Chairing the Response Group and publicly representing its work;</p> <p>Overseeing the Response Group's alignment with and contribution to the safeguarding objectives of the Church of England;</p> <p>Acting as a link between the Response Group and strategic level decision-making groups;</p> <p>Serving as a voice for the Response Group's work and ensuring that appropriate organisational priority is given to it throughout its development; and</p> <p>Helping to ensure the Response Group delivers its intended objectives.</p>
Jamie Harrison	Response Group Deputy Chair and trustee Representative of the Archbishops Council. This appointment is approved by	<p>Deputise for the Chair as required;</p> <p>Advise the Response Group on the Archbishops' Council's concerns and ways of working; and</p> <p>Bring advice, input and challenge</p>

	Archbishops Council	based on expertise and experience.
Archdeacon (TBC)	Representative of the wider Church and in particular the College of Archdeacons	<p>Help the Response Group to understand the role of Archdeacon in relation to safeguarding;</p> <p>Champion the work of the Group and the staff team, encouraging Archdeacons and other colleagues to participate in engagement; and</p> <p>Bring advice, input and challenge based on expertise and experience.</p>
Diocesan Safeguarding Advisory Panel Chair (TBC)	Representative of the wider Church and in particular diocesan level safeguarding strategies and structures	<p>Help the Response Group to understand the role of the Diocesan Safeguarding Advisory Panel;</p> <p>Champion the work of the Group and the staff team, encouraging Diocesan Safeguarding Advisory Panels and other colleagues to participate in engagement; and</p> <p>Bring advice, input and challenge based on expertise and experience.</p>
Mark Humphriss, Diocesan Secretary, Oxford	Representative of the wider Church and in particular the IDFF	<p>Help the Response Group to understand the role of Diocesan Secretary in relation to safeguarding;</p> <p>Champion the work of the Group and the staff team, encouraging Diocesan Secretaries and other colleagues to participate in engagement; and</p> <p>Bring advice, input and challenge based on expertise and experience.</p>
Jack Dunn, Chapter Safeguarding Lead, Chichester Cathedral	Representative of frontline safeguarding practitioners in the wider Church and in particular Cathedrals	<p>Help the Response Group to understand the work of Cathedrals in relation to safeguarding;</p> <p>Champion the work of the Group and the staff team, encouraging Cathedral safeguarding leads and other colleagues to participate in engagement; and</p> <p>Bring advice, input and challenge based on expertise and experience.</p>
Julia Oulton, Parishes of Much Marcle (St Bartholemew) and Yatton (All Saints)	Representative of the wider Church and in particular parish level safeguarding	<p>Help the Response Group to understand the role of the Parish Safeguarding Officer (PSO) in relation to safeguarding;</p> <p>Champion the work of the Group and</p>

		the staff team, encouraging PSOs and other colleagues to participate in engagement; and Bring advice, input and challenge based on expertise and experience.
Two victims/survivors	Recruited by open call to survivor network via NST	Help the Response Group to understand the wide range of survivor perspectives in relation to Church safeguarding and the various ways that abuse affects a survivor's relationship with and experience of the Church; Remind the Response Group to prioritise the safety of the many different groups of people who come into contact with the Church, at all levels and particularly locally; and Bring advice, input and challenge based on expertise and experience.
Barbara Peacock	Independent member with senior social work leadership experience	Bringing challenge and helpful questions from outside of the Church; and Offering a professional social work leadership perspective.

3.2.3. Where possible, the Church representative roles are recruited by open call via networks and/or writing to all relevant practitioners to invite interest, in order to assess interest from practitioners whose interest in this project may not already be known to the NCIs, and to attempt to gather a diverse range of members across both provinces, various ministry contexts and church traditions, and multiple demographics.

3.2.4. Recognising that the Church serves people from a wide range of backgrounds, experiences and cultures, and that Church safeguarding must serve this rich diversity, the membership of the Group has been designed to reflect a variety of roles and ministries, locations and contexts. While the current composition of the group does include people of various ages, sexual orientations, genders, and disabilities. Given that the leadership of the Church is not racially diverse, it has been extremely difficult to attract a mix of people who will help us understand the ways that racial justice and safeguarding intersect. Further recruitment through UKME networks is ongoing, and the Chair, Sponsor and SRO are free to agree to include a dedicated role for someone with racial justice expertise, in order to redress the imbalance of experience within the Group. This work is in progress and will conclude by March 2024.

3.3. Advisors and guests

3.3.1. **Advisors** will not have voting rights but will have group specific responsibilities as specified below:

- Attend all meetings, or arrange for appropriate expertise to be delivered by a colleague when unable to attend;
- Provide operational and strategic advice and support to help deliver the work;
- Identify and brief the Response Group on relevant risks;
- Aid mitigation of risks and issues that relate to their area of expertise; and
- Review all meeting documentation in advance and provide feedback and recommendations based on expertise and experience as relevant.

3.3.2. **Guests** - The Board may also hear as appropriate from guest colleagues in Finance, Human Resources, Communications, Stakeholder Engagement or other specialisms.

3.3.3. Responsibilities individual to team roles are listed below:

Board Advisor	Role	Responsibilities
Simon Gallagher, Director of Central Secretariat	Project Sponsor	Act as project champion and support the SRO; and Bring advice, input and challenge based on expertise and experience.
William Nye, Secretary General	Representative of the Archbishops' Council	Advise the Group on the structures, processes and scale of the Church's activities; Help to access resource and commitment from around the Church as required; and Bring advice, input and challenge based on expertise and experience.
Chief of Staff to Archbishop (Role on group shared between Ije Ajibade and Mark Steadman)	Representative of the Archbishops	Represent the Archbishops' shared commitment to independent safeguarding; Help to access resource and commitment from around the Church as required; and Bring advice, input and challenge based on expertise and experience.
Katie Harrison	Senior Responsible Officer /Project Director	With the Chair and reporting to the Sponsor, representing the Response Group to trustee bodies; Acting as single point of accountability for the project holding delegated authority from the Archbishops' Council and NSSG to lead the work to deliver agreed objectives; Submitting any required budget recommendations to the Sponsor for approval; Ensuring that the work which the Response Group oversees remains within agreed scope and

		achieves agreed objectives within required budgets and deadlines.
Diocesan Safeguarding Advisor (TBC)	Representative of frontline safeguarding practitioners in the wider Church	Help the Response Group to understand the role of the Diocesan Safeguarding Adviser (DSA); Champion the work of the Group and the staff team, encouraging DSAs and other colleagues to participate in engagement; and Bring advice, input and challenge based on expertise and experience.
Response Manager (tbc)	Official Advisor	Working with SRO, delivers the day-to-day operation of the work as overseen by the Response Group
Administrative Officer (TBC)	Official Advisor	Manages logistics, administration, document distribution, agendas and minutes of meetings
Alexander Kubeyinje, National Director of Safeguarding, Archbishops' Council	Official Advisor	Help the Group to understand the ways that the National Safeguarding Team deliver support to the Church; Act as conduit between the Group and safeguarding practitioners around the whole of the Church; and Bring advice, input and challenge based on expertise and experience.
Alexander McGregor, Head of the Legal Office, National Church Institutions	Official Advisor	Advise the Group on the legal and legislative frameworks which relate to Church safeguarding; and Bring advice, input and challenge based on expertise and experience.
Colleagues in finance, human resources, communications, stakeholder engagement, research/evaluation, and other disciplines as required	Guests	Bring advice, input and challenge based on expertise and experience.

3.4. Survivor input

- 3.4.1. Two places on the Response Group will be held by victims or survivors of Church-related abuse, following a call for expressions of interest. Survivors participating in the Response Group will be offered honoraria in line with NCI policy, and emotional support/listening services via Safe Spaces. Their identities will be known to the members of the Response Group and its advisors. Any further identification will be based entirely on their express consent.

- 3.4.2. If both survivors are unable to attend a meeting, the Chair will consider whether the meeting can reasonably go ahead without their input (see Quorum, below).
- 3.4.3. All policy papers received by the Response Group will note explicitly survivor perspectives, where such information is available through primary or secondary research.
- 3.4.4. A series of Focus Groups will be held in order to gather insights and specific advice and feedback from survivors and/or their advocates to inform the deliberations of the Response Group. We estimate that there will be three such focus groups, held online, between March and July 2024.

4. Meetings

4.1. Set up

- 4.1.1. Response Group meetings will be held at least monthly (and probably more frequently) from the period running from March to July 2024, leading to and reflecting on the July 2024 group of General Synod sessions, after which the remit of the Response Group will be reviewed. If General Synod take decisions in July 2024 which conclude the work, this Response Group will close after this time. If further work is required along similar lines where continuity is necessary, certain of the Group members may be invited to remain in an advisory or governance role, depending on the outcome of General Synod and any subsequent actions. This cycle and frequency may be amended at the discretion of the Chair.
- 4.1.2. The Chair as described above will take responsibility for chairing of all Response Group meetings, as commissioned by the Archbishops Council. If the Chair is unable to attend for unavoidable reasons, the Deputy Chair (as noted in membership list above) will chair meetings.

4.2. Quorum

- 4.2.1. The quorum for the Response Group will be five members of the voting membership. Voting will be by way of a simple majority. Unless a quorum is present, no issue should be voted upon. In the event that the Chair, in his or her absolute discretion, considers that there are exceptional circumstances, the Chair shall have the power to hold a meeting without a survivor representative being present.
- 4.2.2. Decisions can be ratified by correspondence after a meeting if a quorum or key constituencies are not able to attend.
- 4.2.3. Decisions may be taken by correspondence where new information is acquired between meetings which requires urgent response, or in other circumstances at the discretion of the Chair.

4.3. Means of participation

- 4.3.1. Board meetings may take place with all participants attending in person, online, or by way of a hybrid format. All decision-making at any such meetings will be valid.

4.4. Security

- 4.4.1. The Archbishops' Council and the Response Group are committed to protecting all personal data. Personal data is any information relating to an identified or identifiable person. All Response Group members must handle all personal data in accordance with the principles of General Data Protection Regulation (GDPR) at all times when carrying out their Board responsibilities or reporting back to other bodies.
- 4.4.2. The content of papers, discussions and all activities within the Response Group meetings shall be contained to the membership of the Response Group and its advisors. As external and stakeholder engagement is crucial to the delivery of this work, messaging relating to the discussions and decisions of the Response Group will be agreed and all members and attendees will assist to deliver the agreed messaging appropriately.
- 4.4.3. All papers relating to the Response Group meetings will be considered to be confidential, and will be distributed to members and attendees securely. Such papers must not be photographed, shown to, sent to, read out to or otherwise shared with anyone outside of the Response Group members and its advisors without the express approval, in advance, of the Chair. This approach is adopted in order to encourage frank discussion and, where possible, high levels of trust and confidence as the Response Group works on sensitive matters relating to delivery of services to victims and survivors, and the future employment of colleagues, in order to avoid misunderstanding or frustrated expectations. The Response Group may issue updates on the engagement process, in order to encourage widespread participation, without compromising the objectivity of the engagement process.

4.5. Standing agenda

- 4.5.1. At the first meeting of the Response Group, a forward plan will be presented, discussed, amended if required, and agreed.
- 4.5.2. For every meeting following, the agenda shall include:
 - approval of previous meeting minutes
 - review of:
 - Progress towards the agreed forward plan
 - Any new matters for discussion or decision, and accompanying documentation.

4.6. Other agenda items

- 4.6.1. Specific matters and decisions relating to the remit of the Response Group will be covered in accordance with the agreed plan and, where appropriate, agreed at each meeting. The final item on the agenda will be to raise any other business (AOB) not included in the papers, at the discretion of the Chair and with the Chair's advance approval prior to the beginning of the business noted on the agenda.

4.7. Pre-reading

- 4.7.1. Agenda and reports, together with any associated documentations will be distributed to all members with sufficient notice (usually one week) prior to

meetings. This will be done by email. Should any resource be too large for email, the link to the file's location will be shared in Teams.

4.8. Meeting minutes

- 4.8.1. Minutes of each meeting will be taken and distributed to all members one week after the meeting.

4.9. Ad hoc committees

- 4.9.1. Where appropriate the Chair may ask for the setting up of an ad hoc committee or meeting to deal with specific items.