

THE DIOCESE OF LANCASTER

BOARD OF EDUCATION AND FORMATION



Terms of Reference

July 2013

INTRODUCTION

The Board of Education and Formation (BEF) is an Agency and an executive body of the Catholic Diocese of Lancaster whose members are appointed by the Bishop of Lancaster to act on his behalf and on behalf of the other Trustees of the Diocese for those matters delegated to it to by the Diocesan Trustees. The BEF is also charged with advising the Bishop and Diocesan Trustees on a strategic vision for the Church's ministry in Catholic Education and formation through all age groups within the Diocese.

The BEF will be a broad-based group freely chosen by the Bishop for their knowledge, experience and expertise in the area of Education and Adult Formation and commitment to our Local Church. It is envisaged that they will also have professional skills. The BEF will consider carefully how best to use our resources and deploy personnel within the Diocese bearing in mind the overarching importance of the 'New Evangelisation.'

The following Terms of Reference are approved by the Bishop and Diocesan Trustees and may only be changed with the approval of the Bishop and Diocesan Trustees. They shall, however, be reviewed in three years' time (from the date of signing) by the Bishop and Diocesan Trustees.

A. MEMBERSHIP:

- 1) The Bishop shall be President of the BEF and he shall appoint a Chairperson for a period of three years – usually a Diocesan Trustee.
- 2) The Bishop will freely appoint members of the BEF. The Board will consist of no fewer than seven persons, with at least one (but preferably two) member(s) of the Board being a Diocesan Trustee.
- 3) The Diocesan Trustee member(s) of the BEF is (are) to give a written and verbal report to the Diocesan Trustees at each meeting. This will usually be the task of the Chairperson.
- 4) The period of office for membership on the BEF will be three years, after which individual membership will be reviewed by the Bishop.

- 5) Neither the Head nor the Deputy Head of the Diocesan Education Service shall be voting members of the BEF – *ex officio*.
- 6) The *quorum* for meetings shall be 5 members of the BEF together with either the Head or Deputy of the Diocesan Education Service. A simple majority vote of those present can decide a question, with many matters being settled by consensus if possible.
- 7) The Chairperson of the meeting has a second or casting vote if a split decision has been reached.
- 8) The BEF shall appoint a (non-voting) Minute Secretary to the BEF responsible for producing the agenda and the taking and issuing of minutes relating to the work of the Board.
- 9) Specialists or observers may be invited to attend all or part of a meeting by the Chairperson.
- 10) The Bishop may dissolve the BEF, notifying members in writing. In the event of *Sede Vacante* the Group will continue to function, unless the Diocesan Administrator dissolves it. When a new Bishop is appointed the membership of the Group is to be reviewed by him.

THE BEF IS RESPONSIBLE FOR THE FOLLOWING:

B. DIRECTING THE SERVICE:

- 1) The strategic planning and on-going review necessary to ensure the continuation and development of the Diocesan Education Service.
- 2) Supporting and guiding the day-to-day smooth and efficient running of the Diocesan Education Service.
- 3) Reviewing, then adopting and monitoring all Diocesan Education Service policies and procedures.
- 4) Ensuring that all diocesan review and policy documents – including the most recent - are adhered to within the Diocesan Education Service.

C. PERSONNEL:

- 1) The appointment - from its own number - of a Staffing Committee which will have oversight of the selection, appointment and appraisal of those employed by and contracted to the Diocesan Education Service, establishing levels of remuneration and the terms and conditions of employees, in accordance with Diocesan policy; carefully approving any amendment in roles, job descriptions or remuneration. At least one member (but preferably two) of the Staffing Committee should be present for all Diocesan Education Service interview panels.
- 2) The Staffing Committee, on behalf of the BEF, shall ensure systems are in place for processes of employee disciplinary and grievance hearings.
- 3) The Staffing Committee, on behalf of the BEF, shall ensure that adequate systems are in place for the induction of newly-appointed staff; (usually carried out by the Head of the Diocesan Education Service or his delegate) ensuring checks and references are fully adhered to DBS (Disclosure and Barring Service) - formerly known as the CRB (Criminal Records Bureau registry) - and determining and supporting appropriate on-going training and development.
- 4) Carefully reviewing and recommending any new posts within the Diocesan Education Service - in consultation with the Diocesan Trustees.

D. RESOURCES AND HEALTH AND SAFETY:

- 1) Ensuring and monitoring the provision of suitable premises for the Diocesan Education Service in consultation with the Diocesan Trustees and their Executive Officers.
- 2) Ensuring the maintenance of the Diocesan Education Service's property – a responsibility which is delegated on a day-to-day level to the Head of the Diocesan Education Service.
- 3) Ensuring safe working practices exist in the Diocesan Education Service for employees and other parties.
- 4) Monitoring the Safeguarding and Health & Safety procedures of the Diocesan Education Service – a responsibility which is delegated on a day-to-day level to the Head of the Diocesan Education Service.

E. MEETINGS:

- 1) The BEF will usually meet each month generally excluding August. Meetings are to be convened by the Chairperson or President only.
- 2) Extraordinary meetings may also be convened by the Chairperson or President.
- 3) Members of the BEF are required to declare any conflict of interests they may have at the beginning of each meeting, and may be required to withdraw from a meeting.
- 4) Agenda items shall be submitted in writing to the Minute Secretary seven days before the next meeting. The agenda shall be agreed between the Chairperson and Secretary - in consultation with the Head of the Diocesan Education Service - and be forwarded to all members at least five working days before the meeting date.
- 5) Members of the BEF should receive all papers pertaining to a meeting at least five working days before a meeting wherever possible to allow for adequate preparation.
- 6) Minutes of meetings shall be kept by the Minute Secretary and will be circulated as soon as possible after each meeting and no longer than ten working days.
- 7) The Minute Secretary will ensure minutes are archived and annually lodged at the Diocesan Education Service offices.
- 8) The Chairperson will decide if 'Any Other Business' items may be submitted.
- 9) The BEF may appoint – with the express approval of the Chairperson - ad hoc sub-committees and define their roles and responsibilities accordingly.

THE BEF IS ALSO RESPONSIBLE FOR THE FOLLOWING:

F. FINANCIAL AND ADMINISTRATION

- 1) Setting and monitoring annual budgets and levels of annual expenditure.
- 2) Presenting, via a financial presentation direct to the Diocesan Trustees, at least once a year, annual financial returns for the Diocesan Education Service to the satisfaction of the Diocesan Trustees and Auditors.
- 3) Supporting and endorsing funding applications initiated by the Diocesan Education Service personnel.

G. LIMITS OF FINANCIAL DELEGATION:

- 1) The BEF has been delegated its authority by the Diocesan Trustees to incur the normal operational expenditure in accordance with the annual budget.
- 2) At least two signatories will be required on documents that require formal Group authorisation.

3) Any new employee recruitment or salary/pension arrangement requires the specific approval of the Trustees/ Finance Committee.

Approved:

+ *Michael Campbell OSA*

+Michael G Campbell OSA
Bishop of Lancaster

16 July 2013

Robert P Billing

(Rev Secretary)

