

BISHOP'S COUNCIL WELCOME PACK: TRIENNIUM 2024-27



Welcome from Bishop Stephen

It is my pleasure to welcome you as a Bishop's Council member and DBF trustee/director for the 2024 – 2027 triennium.

As Jesus Christ calls us to serve throughout our lives, I am grateful that you have responded to this call, sharing your gifts and skills as we seek to Make Jesus Christ Known in the Diocese of Salisbury, so that all may flourish and grow, seeking his Kingdom, here and now.

As a member of this body, it is your opportunity to be involved with decisions affecting the long-term future of the diocese. The discussions will vary from financial decisions to the membership of diocesan boards and committees, from shaping the implantation of the vision and strategy and the future direction of mission and ministry.

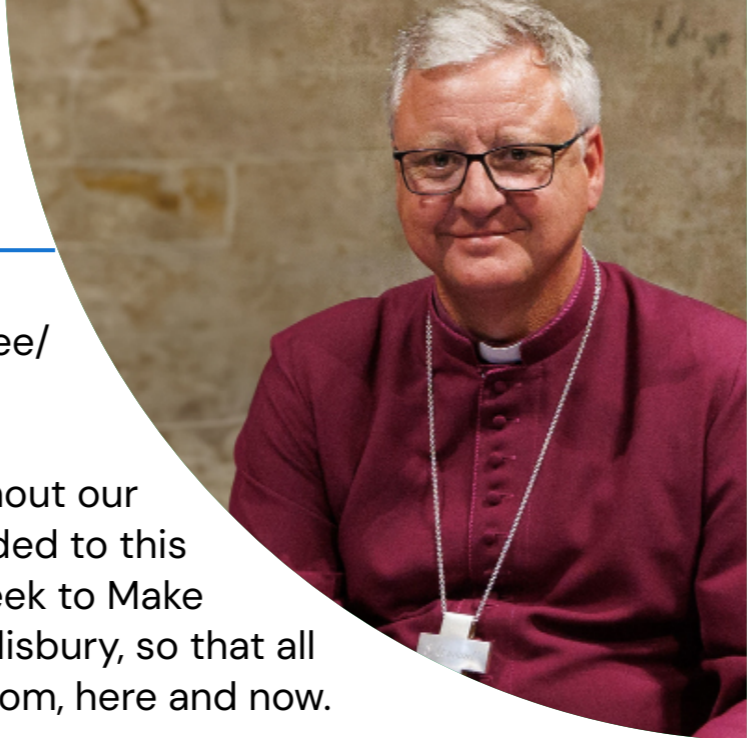
I hope you will find serving on Bishop's Council a rewarding way to share your skills and experience, in the service of the Gospel. It is a hugely important form of ministry.

Importantly, you are an elected representative for communities across the diocese and it is incumbent on you to listen to and respond to all our communities.

As the trustees and directors, we have independent control over, and legal responsibility for Salisbury Diocesan Board of Finance (with assets of £130m and annual income/expenditure of £14.8m in 2023), with management and administration delegated to the CEO and the leadership team. I am asking for your individual and collective commitment to ensure that this governing body is effective and impactful as we support the mission of the Church of England in the Diocese of Salisbury.

Again, thank you for your willingness to share your time and talents as a member of Bishop's Council. I look forward to working with you during this triennium and pray for your involvement with God's work in our communities.

+ Stephen Samson



Introduction

This welcome pack is intended to introduce members of Bishop's Council to their role and responsibilities. Compared to many organisations, your role is more unusual and nuanced, as it covers three different sets of laws – charity, company and ecclesiastical – and compared to more traditional 'trustee' posts, you fulfil a number of roles, as member, director and trustee. In this document, we will refer to your collective role as 'Bishop's Council member(s)'.

We hope this pack provides you with a 'one-stop-shop' of your duties and responsibilities, the basics of governance and other relevant information.

We recognise that there is a lot of information to take in! We have used this green exclamation mark ! to highlight the most pertinent information, which you should read first, while the remainder can be referenced as and when needed. Linked documents look like this: [link](#).

Please do remember that the staff team at the DBF are here to support you. There are no 'silly questions' and we are available by telephone, email or do arrange to meet with us in person at Emmaus House in Salisbury or at our Sherborne Office in Stourpaine.

You are most likely to have frequent correspondence with Jo Sandall-Ball (Senior Administrative Secretary and PA to the Directors), who is responsible for servicing the Diocesan Synod and Bishop's Council meetings. This includes helping you with IT- as we know varying systems can be difficult.

Get in touch with Jo via email: parishsupport@salisbury.anglican.org or call **01722 411922** extension 325 for assistance. All DBF staff emails are Name.Surname@salisbury.anglican.org and our telephone number is as above with added extensions:

For specific queries, you can contact:

David Pain – (Diocesan Secretary/DBF CEO), extension 312

Elizabeth Harvey – (Director of Strategy and Operations), extension 315

Miriam Longfoot – (Governance and Pastoral Planning Manager), extension 342

Who we are and what we're about

"The uniqueness of a diocese shapes its ministry and mission, presenting both challenge and opportunity. We share in this work together to reveal God's Kingdom to all those we meet and serve." – Bishop Stephen

The Diocese of Salisbury (which is defined as a geographical area under the pastoral care of a bishop) is a Christian community of churches, schools and chaplaincies serving more than one million people. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities. Today, as always, we are committed to encouraging people to explore their faith in Jesus Christ and discover how God's love can transform lives. We hope that you will join us in this important conversation.

Our ten-year vision is to Make Jesus Known in every place so that all might flourish and grow seeking His Kingdom, here and now. At its heart is our mission to invite others to know more about Jesus. To know Jesus is to follow him, and five areas have been identified – rooted in Jesus' teaching – which we will focus on to help to transform our life together.



The vision and strategy is an invitation to the diocese as a whole, and they also guide the specific use of the resources of the DBF.

As Bishop's Council members, a key aspect of your role is to prayerfully discern and approve the diocesan vision and strategy and you are expected to personally champion its ambition and purpose. You are responsible for ensuring that the required resources are available to fund its development as part of the annual DBF budget process which you will recommend to the Diocesan Synod for their approval. On the ongoing advice of the Vision and Strategy Sponsor Group you may be asked to consider significant changes to the vision and strategy as it develops over time.

! More information is available on the [diocesan website](#). Our vision and strategy is discussed at each meeting.

Governance

The governance of the Church of England is a somewhat arcane mix of national and church laws and regulations, evolving decisions of various special bodies (synods), central and regionally determined processes and procedures, historic powers and customs, and charity governance. Within England, the Church is formed of semi-autonomous regional bodies called dioceses.

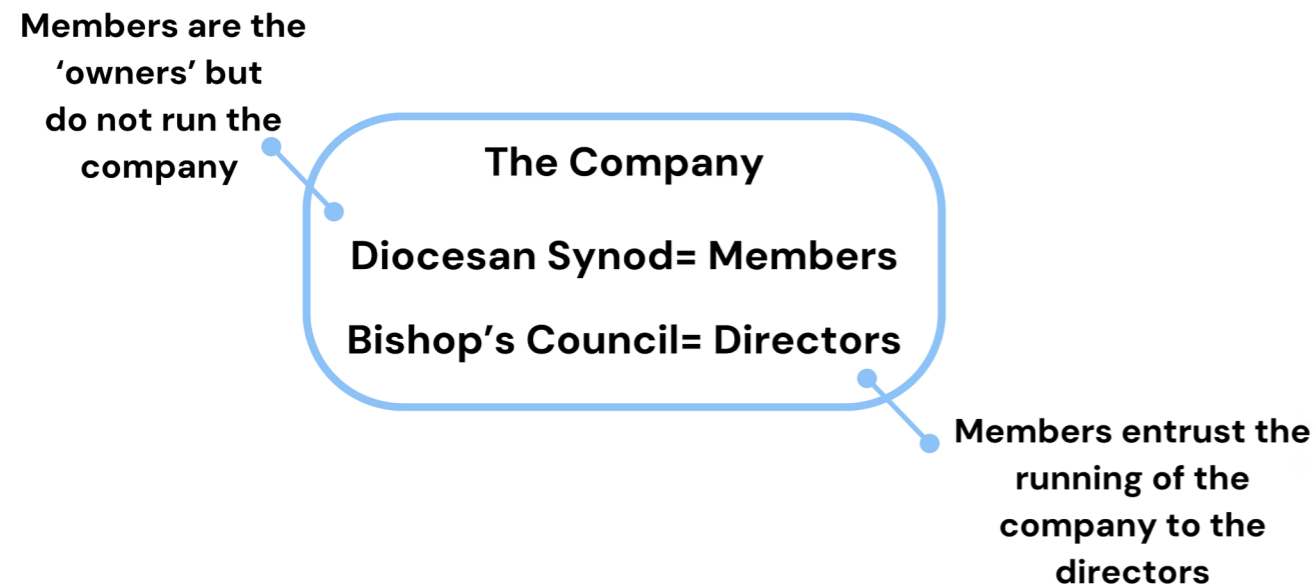
The Diocese of Salisbury is led by the Bishop of Salisbury, who both consults and is advised by the Diocesan Synod on matters of general concern and importance to the diocese and Church of England (CofE). Members of Diocesan Synod are elected to represent their communities across the diocese. In this diocese, members of Diocesan Synod are also members of the Salisbury DBF company. In practice, the role of these DBF 'members' is to appoint the Bishop's Council, to receive the annual report and accounts, approve the annual budget and appoint auditors as recommended by the Council.

One of the many unique and challenging aspects of your role is that your duties and responsibilities are derived from three sets of laws – ecclesiastical, company and charity. The diocese existed in church law before charity or company law. As well as being the body of trustees and the board of directors, members are the Bishop's Council and the Standing Committee of the Diocesan Synod.

Bishop's Council therefore has wider responsibilities, sharing with the Bishop in aspects of the leadership of the Church in the diocese and are accountable to God and their consciences, as well as to the people of the diocese. Dioceses have a number of statutory and non-statutory boards and committees, several of which are rolled together under the Bishop's Council. This over-arching leadership role unites the charity, company and ecclesiastical frameworks.



Governance



The Salisbury Diocesan Board of Finance (DBF) is a company limited by guarantee (without share capital) registered with Companies House in England and Wales, no. 17442 and a charity, registered with the Charity Commission, no. 240833. Some Bishop's Council members are elected from and by Diocesan Synod. The Chair of this body is the Bishop of Salisbury and this body fulfils the following functions:

- Standing committee of Diocesan Synod (ecclesiastical law)
- Trustees and directors of the Salisbury Diocesan Board of Finance (DBF) charity and company (charity and company law)
- Diocesan Mission and Pastoral Committee (ecclesiastical law)
- Diocesan Parsonages Board (ecclesiastical law)

Bishop's Council Induction

! [The Bishop's Council role description](#) provides a summary of your role and responsibilities.

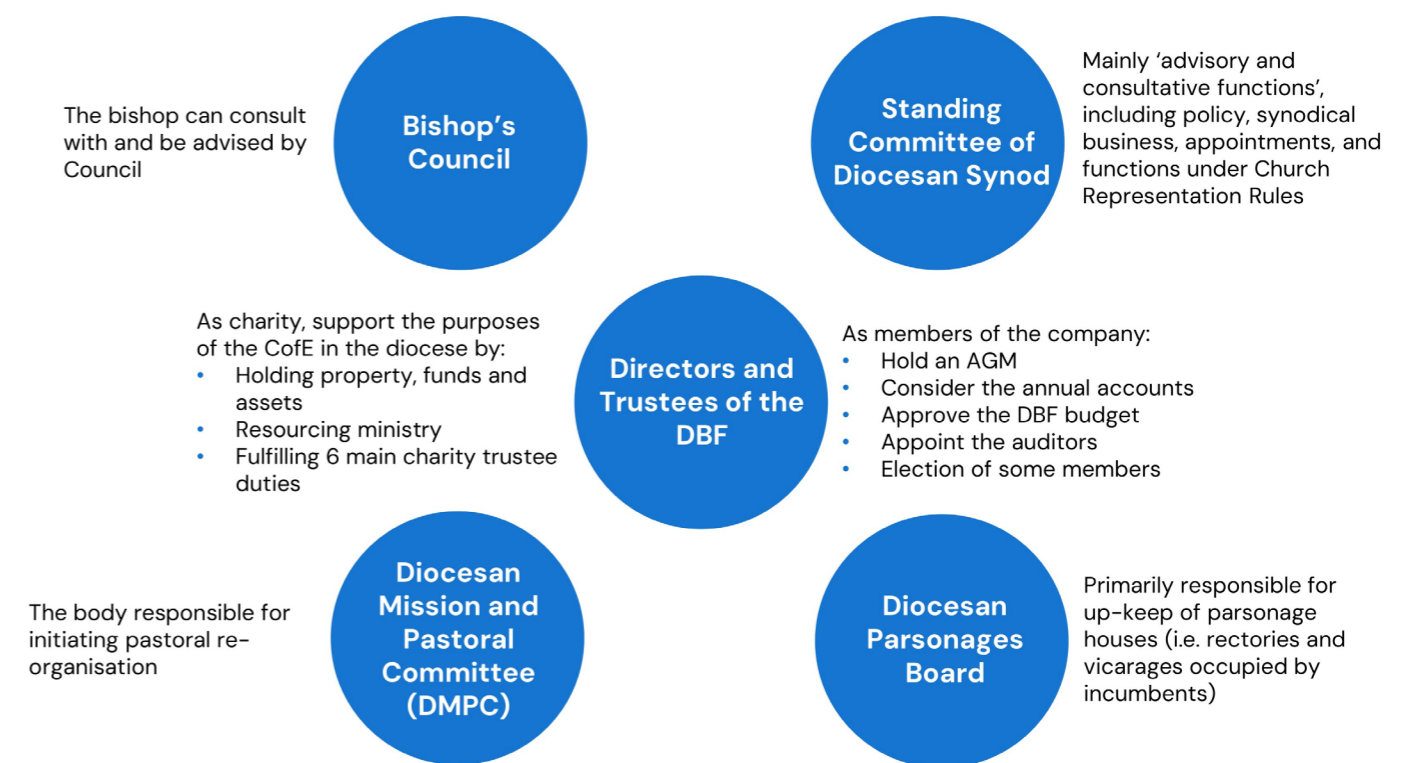


Diagram of functions of Bishop's Council

Governance

Sub-committees

Bishop's Council has delegated specific aspects of its work to a few sub-committees in a way that helps to ensure that you are individually and collectively able to fulfil your legal and constitutional duties. Any decisions made by the sub-committees remain the responsibility of the Bishop's Council members and clear terms of references, reporting, monitoring and evaluation is in place and regularly discussed at meetings to ensure that these arrangements are effective in the interests of the purpose and objects of the DBF and the diocese.

In addition to the committees outlined below, the Nominations Committee acts as an advisory body, making recommendations about member appointments, induction and training.

The Vision and Strategy Sponsor Group has delegated authority to ensure implementation activities are aligned, prioritised and resourced in line with the agreed strategy.

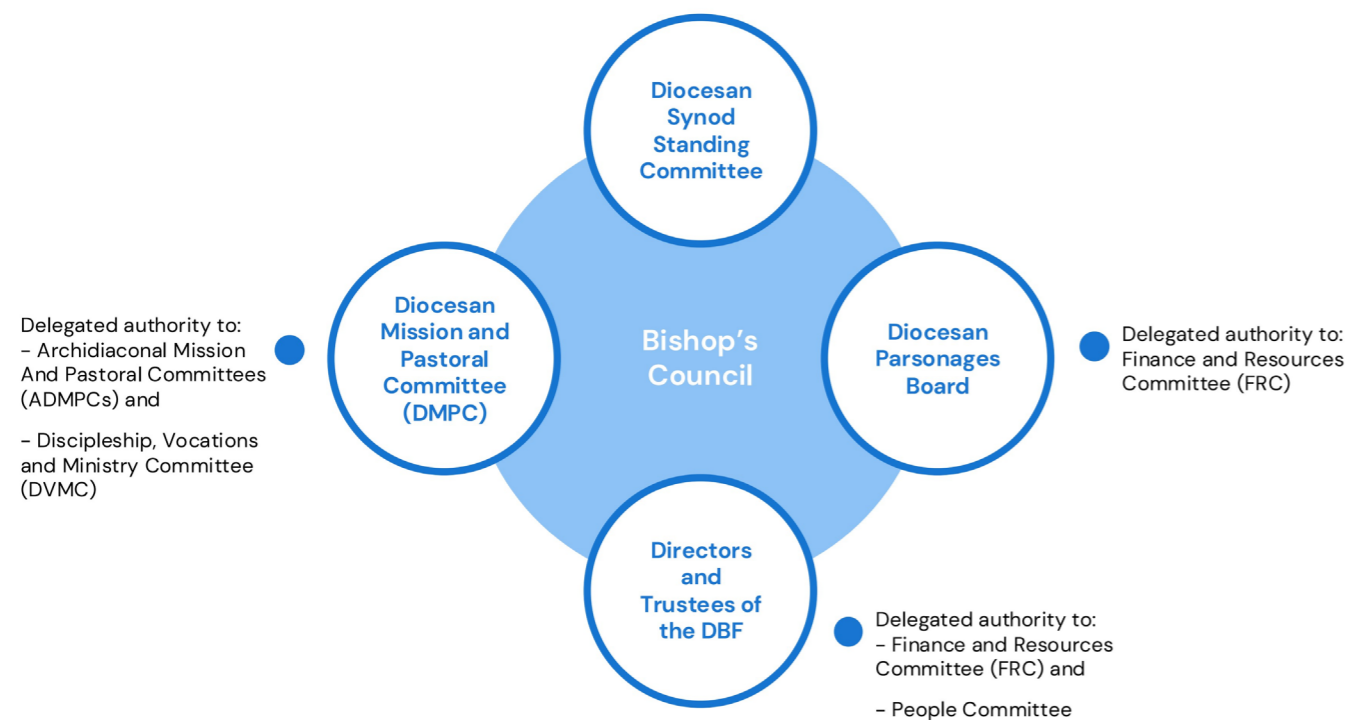


Diagram of sub committees of Bishop's Council

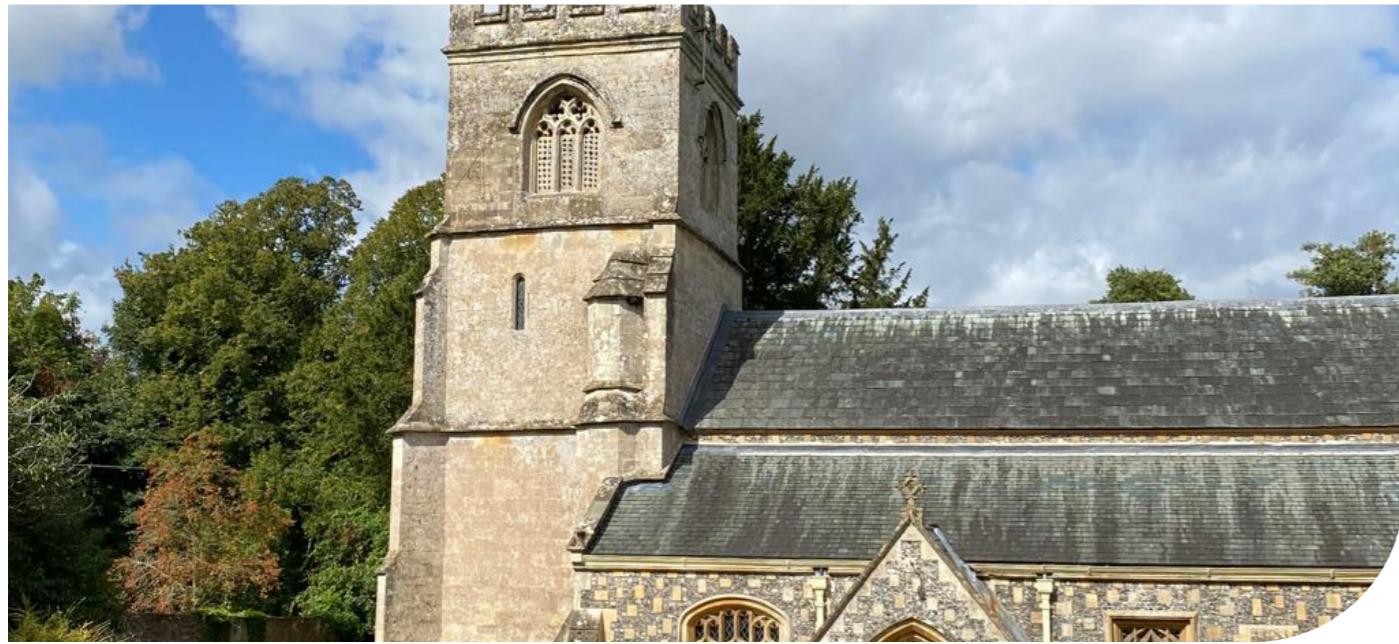
A mutual commitment

You are an essential and valued part of the Diocese of Salisbury. The diocesan vision to Make Jesus Known is dependent on you and other volunteers offering up skills and time in the service of Christ. Being part of this governing body should be an enjoyable and rewarding experience and the Diocese of Salisbury aims to be flexible and supportive of all those who volunteer their time on our boards and committees. The relationship is built on prayer, trust and mutual understanding. As with all those who volunteer their time, we seek a mutual commitment which we outline in the following terms:

We ask that you:

- Participate in this role with prayerful dedication and commitment.
- Take part in the suggested training and development to inform your role, including Safeguarding training.
- Have a strong commitment to the Christian faith and worship regularly.
- Be supportive of the charitable work of the Diocese of Salisbury and DBF.
- Carry out duties with due regard to the policies and procedures of the diocese and DBF, including Safeguarding, Equal Opportunities, Health and Safety and Data Protection/GDPR.
- Act with respect, integrity, transparency, modelling positive examples of behaviour and recognise that people can be adversely affected by words and actions. We will not tolerate offensive, racist or abusive language or behaviour and appropriate action will be taken as required.
- Act responsibly and within the law at all times.
- Maintain confidentiality as appropriate.
- Work in partnership with Bishop' Council members, staff and other volunteers in support of the charitable work of the diocese, as we seek to fulfil our vision and strategic plan to Make Jesus Known.
- Meet agreed time commitments and give reasonable notice when you are not available so that arrangements can be made.
- Inform Bishop of Salisbury and/or the Diocesan Secretary (DBF CEO) if you have any concerns, feedback or complaints.

A mutual commitment



In return, we will:

- Introduce you to and give information about how the diocese of Salisbury and the DBF works and your role within it.
- Offer training and support for your role.
- Make reasonable adjustments to ensure volunteers with disabilities, or physical or mental health conditions, are not substantially disadvantaged.
- Reimburse agreed expenses in line with the DBF Expense Policy.
- Strive to resolve any concerns fairly and reasonably, applying our complaints procedure when it's needed.
- Respect and listen to your feedback, and keep you informed of any changes.
- Ensure your health, safety and welfare.
- Apply our Equal Opportunities policy.
- Encourage a positive and supportive volunteering experience.

The practicalities of being a Bishop's Council member

Meeting arrangements

There are up to six meetings scheduled throughout the year and these are usually full-day (10:00–16:00) in-person meetings held at the Diocesan Offices at Emmaus House, Wilton, Salisbury. Lunch is provided. Council members may be invited to an all-inclusive annual residential meeting held over two days.

Prayer and reflection are integral to our meetings as it helps connect the meeting to God's presence, seeking God's guidance and helping everyone to be more fully present by allowing members to set aside unspoken burdens. You are invited to participate in the prayer rota and lead a reflection at one of the meetings.

You may suggest agenda items to the Diocesan Secretary / DBF CEO in advance of meetings, who will discuss and agree the agenda with the Chair, i.e. the Bishop of Salisbury and/or the DBF Chair. Suggested agenda items can also be raised during the meeting.

You should take sufficient time to prepare for each meeting by reading, reflecting and considering feedback or questions about the agenda and associated papers. These are posted online in Microsoft Teams, one week in advance of the meeting. The papers include a cover note that briefly explains its purpose and what action needs to be taken. Please check the minutes from the previous meeting to ensure that this is a fair reflection of pertinent discussions, decisions and actions. As already mentioned, please consider your role as an elected representative for all communities across the diocese, not only your particular area, and it is incumbent on you to listen to and respond to all our communities, being aware of conflicts of loyalty and interests.

As part of our commitment to reduce our environmental footprint, all meeting papers are only provided digitally. It is a personal choice should you prefer to print the papers at home, as we encourage the use of digital devices at meetings to access papers and information. Please do contact Jo Sandall-Ball if you have any questions, would like to discuss or need help with technology.

The contact details of Council members will be made available to you.

The practicalities of being a Bishop's Council member

The leadership and composition of Bishop's Council

The familiar distinction between executive and non-executive roles in a company or charity can be complicated in church structures because of the role of clergy who hold ex-officio leadership roles. In our case, the archdeacons, deans and bishops are ex-officio members of the Bishop's Council and hold roles within the diocese that are aligned with executive leadership. Most of the other members of the Council exercise a vital non-executive leadership function including accountability and challenge.

The composition of this governing body is set out in the Diocesan Synod Functions, Constitutions and Standing Orders as well as the Memorandum and Articles of Association of the DBF.

Ex-officio members

- President / Chair
- Vice-presidents / Chairs of the Houses of Laity and Clergy
- Suffragan Bishop of Ramsbury
- Suffragan Bishop of Sherborne
- Dean of Salisbury (Cathedral)
- Archdeacons
- Deans of Guernsey and Jersey
- Chair of the Diocesan Board of Finance
- Chair of the Board of Education

The practicalities of being a Bishop's Council member



The leadership and composition of Bishop's Council

Elected members

- Three members of the House of Clergy, at least one from the Archdeaconries of Sherborne or Dorset and at least one from the Archdeaconries of Wilts or Sarum.
- Ten members of the House of Laity, at least three from the Archdeaconries of Sherborne or Dorset, at least three from the Archdeaconries of Wilts or Sarum, and at least one from the combined deaneries of Guernsey and Jersey.

Co-opted members

- Up to three, not necessarily living in this diocese, but communicant members of the Church of England and 18 years or older.

The practicalities of being a Bishop's Council member

Bishop's Council business

The Council handles a range of strategic and financial businesses and considers issues raised by its sub-committees, Diocesan Synod, and other bodies in the synodical structure. Meeting agendas will include topical opportunities or issues as well as recurring or rolling items, such as:

Item	Timeframe
Report of the Diocesan Secretary/CEO of the DBF	Every meeting
Vision and Strategy progress monitoring and direction setting	
Risk management	Every meeting with deep dives twice a year
Cost of Living adjustments for employees, stipendiary clergy and curates	January
DBF Annual Impact report, Risk Statement, Statutory Report and Accounts and appointment of the auditors	March – May
DBF Annual budget and Parish Share request	May – September
DBF Management Accounts	Throughout the year
Policy decisions	
Business of Diocesan Synod as Standing Committee	
Diocesan Mission and Pastoral Committee decisions (not delegated)	
Sub-committee Annual reports and self-evaluations	
Wide range of governance matters, including appointments and co-options to various committees and bodies	
Minutes from sub-committees and key bodies	

Periodically, the Council is encouraged to self-assess its effectiveness, including the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions in the best interests of the DBF and the diocese.

For your information and reference, the minutes of the previous two Bishop's Council meetings have been made available to you.

The practicalities of being a Bishop's Council member

Conflicts of loyalties and interests

A conflict of loyalty, or conflict of interest, occurs when your personal interests or other loyalties could cause you to influence or make a decision that is not in the best interests of the DBF and the diocese. ! [See Conflicts of Interests guidance – CC29.](#)

All Bishop's Council members are required to complete the ! [Delcaration of Interests](#) which is shared for awareness and familiarise themselves with the Conflicts of Interests Policy. At the start of each meeting, the Chair will ask members to declare any interests based on the agenda items being discussed.

Some interests may not present a conflict straight away, but you should still declare your key interests regularly. If you have a short-term interest or a conflict of interest, such as having a contract with a supplier for a single project and using that supplier is also being considered by the Bishop's Council, you should declare that interest at the start of any meeting or discussion relating to the area of conflict.

Risk Management

The legal responsibility of the Bishop's Council members is to oversee risk associated with strategy, reputation, assets and liabilities of the DBF as a charity and company. In addition, in its wider relationship to the diocese, the Bishop's Council seeks to encourage effective risk management in the diocese as a whole, recognising that there are other registered charities and bodies (e.g. Parochial Church Councils, Diocesan Board of Education, Salisbury Cathedral, etc.) which also carry their own responsibilities for risk management.

The Risk Management Policy provides guidance on the risk management approach and principles adopted by the DBF, enabling Bishop's Council members, the DBF Leadership team and employees to make every effort to manage risk appropriately by maximising potential opportunities while minimising the adverse effects of risks in achieving its purpose, vision and objectives. The Finance and Resources Committee provide assurance to Bishop's Council on the identification and management of risk. ! [See Risk Management guidance – CC26.](#)

The practicalities of being a Bishop's Council member

Making decisions

This is a key principle of the [Charity Governance code](#) and it is important that you make sure decision-making is informed, rigorous and timely, as you are collectively responsible for the decisions and actions of the DBF as a charity and company. This does not mean that you need to know all the details or be involved in every decision. With effective delegation to the sub-committees and the Chief Executive Officer (CEO) with their leadership team responsible for operational management. Bishop's Council members will be able to oversee these matters through regular and transparent reporting, monitoring and evaluation.

Decisions are usually agreed with show of hands and noted in the minutes. If you have declared a conflict of loyalty or interest, you may be asked by the Chair to abstain from the decision-making.

Confidentiality

Bishop's Council members have a duty of confidentiality to keep any information they receive in confidence, private. This includes sensitive information, and matters discussed at the meetings.

We ask that you:

- Consider Bishop's Council business as confidential unless otherwise stated. Please do not discuss issues in detail with anyone not on the Council. Members can discuss any business with each other or the DBF leadership team.
- Only share confidential information outside the meeting (verbally or in writing), with express permission of the Chair and in their absence of the Diocesan Secretary / DBF CEO.
- Discuss how to handle confidential information with the Chair or Diocesan Secretary / DBF CEO if you are unsure.

Bishop's Council members may need to inform the Charities Regulator or other statutory bodies about certain matters. (See section 8. Act with reasonable care and skill-! [The Essential Trustee – CC3](#))

The practicalities of being a Bishop's Council member

Data protection

The DBF will be required to keep details about you and the role you fulfil as part of its obligation under the GDPR. ! [Data Protection Privacy Notice](#) tells you how the DBF processes and uses your personal data.

Safeguarding

! We are committed to ensuring that the Diocese of Salisbury and DBF provides a safe environment for everyone, especially children and young people who may be at risk of abuse or neglect. Please familiarise yourself with our Safeguarding policies, guidelines and information, available on the diocesan website [Safeguarding](#).

Communication and social media

! [Our Social Media policy](#) is a guide for employees and Bishop's Council members on using social media to promote the work of the Diocese of Salisbury and in a personal capacity. The difference between a personal and professional opinion can be blurred on social media and has the potential to impact the reputation of the diocese, particularly if you're discussing issues relating to the diocese in personal posts. This policy does not intend to inhibit personal use of social media but instead flags up those areas in which conflicts might arise.



The practicalities of being a Bishop's Council member

Volunteer expenses

You will be able to claim reimbursement for reasonable 'out of pocket' expenses incurred while carrying out your role as a Bishop's Council member, e.g. travel to and from the meetings.

Please use the [Committee Expense Claim Form](#) and email this (and any receipts) to parishsupport@salisbury.anglican.org for approval and payment. You can also send it by post for the attention of:

C/O Jo Sandall-Ball

Salisbury Diocesan Board of Finance,
Emmaus House,
The Avenue,
Wilton,
Salisbury
SP2 OFG

Induction and ongoing training, support and resources

At the first meeting of the triennium (2024-27) in September, a substantial proportion of the time will be spent on inducting members in their role, duties and responsibilities. In addition, we hope that this Welcome pack provides you with useful information and signposting to resources to further support you in your role.

The DBF also holds a paid subscription with The National Council for Voluntary Organisations (NCVO) and this enables you to access a wealth of online resources and discounts on training in the members area. Register directly with [NCVO on their website](#) and link your account to 'Diocese of Salisbury' as the organisation when prompted.

We encourage a culture of continuous curiosity and learning; therefore, you are invited to raise training and support needs at any time with the Chair or Diocesan Secretary / DBF CEO, enabling us to equip you and fellow members to flourish in your role and work as an effective governing body.

Bishop's Council member Action checklist

As a Bishop's Council member, you are required to provide a range of information and complete a series of declarations and training as part of your duties and to enable you to fulfil your role. This checklist provides you with the information to track and complete all the paperwork.

Description	Resources / Information
1. Enhanced DBS check	A colleague from the DBF Safeguarding team will be in contact with you to initiate the process if you do not have an existing and valid DBS in place with the DBF.
2. Safeguarding Basic training (1)	https://safeguardingtraining.cofeportal.org/
3. Safeguarding Foundation training (1)	https://safeguardingtraining.cofeportal.org/
4. Safer Recruitment (2)	https://safeguardingtraining.cofeportal.org/
5. Volunteer skills and experience survey	https://forms.office.com/e/bB6wBSOAdp
6. Diversity monitoring form (3)	https://forms.office.com/e/YtHCjp7Gux
7. Trustee Eligibility Declaration	Trustee Eligibility Declaration
8. DBF Declaration of Interest Form	DBF Declaration of Interest Form
9. Volunteer agreement	Volunteer Agreement
10. Dietary requirements	Please email any requirements to Jo Sandall-Ball
11. Reasonable adjustments	Please email any reasonable adjustment needs to Jo Sandall-Ball

(1) If you have completed Safeguarding Basic, Foundation and or Leadership training at the Diocese of Salisbury during the last three (3) years due to other role(s) you hold, you do not have to complete this again.

(2) If you have completed Safer Recruitment training at the Diocese of Salisbury during the last three (3) years due to other role(s) you hold, you do not have to complete this again.

(3) Completing the Diversity monitoring form is voluntary and anonymous.

Please contact us if you need support and return all paperwork (the Volunteer skills survey and Diversity monitoring forms- submit online) to Jo Sandall-Ball.

Appendices

Category	Links / Sources
Governing documents	Functions, Constitution and Standing Orders of the Diocesan Synod
	Memorandum and Articles of Association of the Diocesan Board of Finance
	Bishop's Council member role description !
	The essential trustee (CC3) !
Charity guidance	CC3 infographic
	CC3a charity trustee: what's involved
	Conflicts of Interests (CC29)
	Risk Management (CC26)
	Charity Governance Code
	Further information and support, including 5 minutes guides , quarterly newsletters , and Blogs .
	2023 DBF Report and Accounts
Meeting practicalities and DBF operational information	2024-2025 Meeting schedule
	2025 Budget poster (coming soon)
	Bishop's Council Minutes of March 2024
	Bishop's Council Minutes of May 2024
	Committee Expense claim form !
	Conflicts of Interests Policy
	Data Protection Privacy Notice !
	Discipleship, Vocations and Ministry Committee Terms of Reference
	DBF Expenses Policy

Appendices

Category	Links / Sources
Meeting practicalities and DBF operational information	DBF Org chart
	DBF Who's Who
	Diocesan Profile
	Equal Opportunities Policy
	Finance and Resources Committee Terms of Reference
	Health & Safety Policy
	Investment Policy
	Parish Share leaflet
	People Committee Terms of Reference
	DBF Declaration of Interest Form !
	Risk Management Policy
	Safeguarding
Social Media Policy !	

THE CHURCH TENT

ADESIGN
ESTD 2008

DOGS WELCOME

DOGS WELCOME

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