

Chair of the TDBF Recruitment pack

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The Truro Diocesan Board of Finance

The Truro Diocesan Board of Finance (TDBF) is a company limited by guarantee and a registered charity, whose responsibilities include managing the assets of the Diocese, providing administration and holding property on behalf of Diocesan Synod (as the Diocesan Synod is legally unable to do so). It acts in accordance with the policy and directives of the Diocesan Synod and the Bishop's Diocesan Council*.

The Diocese of Truro is episcopally led and synodically governed. Therefore, in all of its activities it is important that TDBF is absolutely clear where its various activities and roles lie. Control (as a mixture of executive and governance) is both inside and outside of the formal TDBF structure.

The diocese of Truro has a key relationship with the 215 parishes and 12 deaneries of the diocese, they are where most of the work takes place.

The principal role of the TDBF is to raise, hold and manage the funds to fulfill the intentions of the episcopate and Synod. The PCCs are legal entities in their own right. The TDBF is not free to determine PCC or deanery expenditure as it acts more in an advisory capacity. The role of the TDBF is also to provide a legal context and it acts as employer for a number of staff, some of whom have responsibilities that are beyond those of the TDBF itself. It also pays the clergy stipends and pensions, and has responsibility for clergy housing.

Chair of the TDBF and the purpose of their role

The role of the Chair of the TDBF is a voluntary one, being an opportunity for a person to offer a significant Christian service to the life of the Diocese of Truro. The Chair of TDBF is to oversee the operation of the TDBF and to advise the Bishop's Diocesan Council (BDC) on financial matters. The executive functions of TDBF are carried out by the Diocesan Secretary, Director of Finance and Assets, the Director of Education and other staff under their direction.

The chair of the TDBF does not engage in the day-to-day management of the organisation, but is involved in policy making and the development of financial policies for the BDC to consider. The chair's principal task is to inspire confidence in sound financial management, through transparent, open reporting and encourage finance to be an instrument of mission.

The Chair is accountable to Synod through the Bishop of Truro. The BDC, which is chaired by the Bishop of Truro has a number of specific roles, including acting as the trustee body for the TDBF.

This description is how the role currently operates in this Diocese. However, any person in such a role will bring different skills and will wish to develop the role in their own way, within the governance and operational frameworks.

Responsibilities of the Chair of the TDBF

- As the lead finance trustee on the Bishop's council to equip, support, encourage and oversee the provision by the Diocesan Secretary and officers of the TDBF of:
 - Financial control
 - Appropriate reporting including accounting
 - Financial and asset management
 - Budgeting and forward planning
- To liaise closely with the Director of Finance and Assets and provide advice and support.
- To advise the Directors in developing strategic financial plans for the Diocese.
- Work with the Diocesan Secretary and Director of Finance and Assets to ensure compliance with the statutory functions of the Board as a "Registered Company" and a "Registered Charity" and key issues facing the TDBF.
- To attend BDC and to chair the Finance Assets and Risk committee (FAR) and other appropriate management committee meetings.
- To assist the Bishop in supporting and appraising the work of the Diocesan Secretary.
- To meet with the Diocesan Secretary on a regular basis and act as a 'Critical Friend'.
- To be involved in the appointment of the Diocesan Secretary and the Director of Finance and Assets.
- To be one of the representatives of the Diocese at the Inter-Diocesan Finance Forum which meets twice per year in London.

Roles undertaken by the Chair of the TDBF

- In capacity as TDBF Chair:
 - Chair FAR (meets 11 times a year)
 - Has an input on the TDBF financial element of the BDC (5 times a year)
 - Member of Glebe Management Committee - meets 4 times a year.
 - Member of Property Management Committee - meets 11 times a year.
 - Member of Investment Group - meets 4 times a year.
 - Member of the Remuneration Committee - meets once or twice a year).
 - Member of the Programme Board for Change and Renewal
 - Member of the Diocesan Environment Board
- Works closely with the Director of Finance & Assets and with the Diocesan Secretary. The Director of Finance & Assets, is accountable to the Diocesan Secretary (The Diocesan Secretary is accountable to Diocesan Bishop and Chair of TDBF)
- Contributes to financial consultations, with PCC and deanery treasurers
- Member of the Inter Diocesan Finance Forum, (meets in London usually in May and October)
- Member of the South West DBF Chair's Group (1-2 meetings a year)
- Attends Episcopal College meetings by invitation or at request
- Responsibility for identifying and managing Trustee conflicts of interest

Time commitment

As per the above regarding meetings. The time commitment beyond meetings depends upon the capacity of the individual.

Key relationships:

- The Diocesan Synod, Bishop's Council and its sub-committees
- The Director of Finance and Assets and the Diocesan Secretary
- The staff teams Church House
- Colleagues in other dioceses and in the National Church Institutions

Person Specification

Essential

- Be a practising Christian, ideally Anglican, with a desire to support the overall vision and objectives of the Diocese of Truro.
- Proven ability as a chair at balancing conflicting views and reaching, and taking responsibility for, decisions.
- Excellent written and oral communications skills.

- The ability to lead, inspire and foster a collegiate manner of working.
- The ability to act fairly and impartially in the interests of the Diocese and the TDBF, using independent judgment and confidentiality as appropriate.
- The ability to think strategically about both finance and mission as well as understand and interpret financial information.
- The ability to demonstrate sound financial, business and problem-solving skills.
- Have the ability and willingness to challenge as well as to support others.
- Experience in financial management/oversight at a senior professional level.
- Have knowledge, sympathy and understanding of the work of parishes.
- Commitment to Safeguarding.

Desirable

- Understanding of charitable governance.
- Have some knowledge and understanding of wider church matters.

Support

The office of Chair is not remunerated, but the Chair is encouraged to reclaim all necessary expenses of office. This includes things like travel, stationery and child care to attend meetings.

The Diocesan Secretary and the Finance and Secretariat Teams will provide administrative support for this role. There can be some communication - e-mails, phone calls, letters - and the diocesan office is willing to support the Chair in handling these. The Finance Team and Property Team will also provide support on financial and property information.

The Chair will have a diocesan email address and will be provided with some IT support in relation to this and may be provided with a secure filing storage facility in the cloud should they wish.

Training, mentoring and coaching can be provided, based on the needs of the individual.

A full induction will be provided.

Appointment process

The Chair is recommended to the Diocesan Synod by the Bishop of Truro and, when ratified by the Synod, serves for a period of three years or up to the next triennium (the three-yearly election cycle) if appointed outside the election cycle.

There is no limit on the length of time for holding the role.

Additional contextual information

***The Bishop's Diocesan Council and its role.**

The Bishop's Diocesan Council (BDC) is the locus for discussion and, alongside the Episcopal College, for the establishment of the strategic direction of the diocese and the policies regarding its implementation, recognising the specific role of the Bishop in leading and directing this process. Policies are set by the BDC in its multiple roles of Bishop's Council, The Truro Diocesan Board of Finance (TDBF) Board of Directors, Diocesan Mission and Pastoral Committee (DMPC), Parsonage Board and Glebe Committee (each of which is formally defined externally and separately). The Board of Education derives its authority directly from Diocesan Synod.

The members of the BDC are directors of the company and trustees of the charity.

The Finance, Assets and Risk Committee (FAR)

FAR is appointed by the BDC and is responsible for overseeing those matters of implementation which are formally delegated to it (through its Delegations and Authorities Policy), particularly matters relating to finance, assets, risk and policy. On a practical basis FAR may consider other matters but these then have to be referred to BDC for action. FAR may also be consulted for advice on particular matters by Executive Directors.

There is an organisation governance chart on the next page.

GOVERNANCE
Showing the main committee & board structure

Leadership, Management and Programme Boards
A number of groups are not shown on this simplified plan, for instance the Bishops' Staff or the Church House Management Group. These groups are more focussed on leadership and management, rather than governance.

Finance, Assets and Risk Committee (FAR)
Committee of and appointed by BDC
Ensures that TDBF operates appropriate policies, particularly over finance, accounting, assets and risk, oversees compliance and reporting. Scrutiny of executive officers, ensures that strategic frameworks are fit for purpose, receives and considers draft budget and makes recommendations to BDC, reports to BDC

Property Management Committee
Appointed by BDC to oversee the property agent and to make management decisions on behalf of the Board
Reports to FAR

Glebe Management Committee
Appointed by BDC to oversee the glebe agent and to make management decisions on behalf of the Board
Reports to FAR

Investment Management Committee
Appointed by BDC to advise and support the work of the Director of Finance and Assets, particularly providing specialist knowledge and advice on investments
Reports to FAR

TRURO DIOCESAN SYNOD
"Members" of the company and charity
Main functions set out in law, legislative, consultative, receives Annual Report and approves budget

BISHOPS DIOCESAN COUNCIL (BDC)
Trustees of the TDBF Charity
Directors of the TDBF Company
Ex-officio, elected and appointed members
Also functions as the following statutory committees:
Standing Committee of Diocesan Synod
Diocesan Mission & Pastoral Committee
Diocesan Parsonages Board
Diocesan Glebe Committee
BDC "reports" to Synod through the Annual Report and Budget Setting

DIOCESAN BOARD of EDUCATION (DBE)
Appointed by Synod
Statutory Board established under the DBE Measure to promote education across the diocese, to promote RE, to support church schools and to foster co-operation

Askel Veur (AV)
Trustees and Directors
Appointed by bishop & DBE
An incorporated "academy company" set up to provide the "Member" role in academies on behalf of the DBE & diocese
Reports to DBE

Redundant Church Uses Committee (CUC)
2x ADns, DSec, Chair of DAC
Manages closed churches prior to disposal

Diocesan Advisory Committee (DAC)
2x ADns + 12 by BDC
Advises on applications for faculty, statutory duties

Mission & Pastoral Committees (MPC)
Chair, ADns, appointed members
Does the work of the statutory Mission & Pastoral Committee on behalf of BDC

Diocesan Environment Board
Bishop of St Germans & co-Lay Chair & 1 rep per sub group
Oversees environment strategy and action plan

Diocesan Safeguarding Advisory Panel (DSAP)
Ex officio, plus independent members
Provides independent expertise and advice reporting to Bishop and BDC

Programme Board for Change & Renewal
Bishop of St Germans, ADns, Director of F & A, Director of C & R, Dio Sec, Chair TDBF & 3 non execs
Strategic direction & oversight of key programmes

Remuneration Committee
Bishop, chair of DBF, members of BDC
Recommends/sets diocesan stipend level/senior DBF staff salaries