

# Consent Agenda Policy

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The Standing Committee will agree the agenda in advance. The Secretary will send out all reports, the PCC agenda and supporting material to members as required by the Church Representation Rules.

All reports must be emailed to the PCC Secretary at least 2 weeks prior to a PCC meeting, using the correct report format. All reports must be in writing and no longer than three pages. Late reports shall be held over for the following meeting. The PCC shall not hear oral reports except when they are directly related to major items of PCC business. If a report contains a proposed PCC action, it must be stated in the form of a motion and placed clearly within the report.

The PCC agenda shall consist of a consent agenda and a discussion agenda. The consent agenda shall appear as a single item near the beginning of the PCC agenda, and shall include items requiring PCC action that the Standing Committee believes do not require discussion or debate. The discussion agenda will normally not exceed three major items, all of which should relate directly to the PCC's discernment, strategy and oversight roles.

Agreed by the PCC on 16 May 2017

Signed *Alastair Blaine*

Review date May 2022