

1. The Standing Committee as required by law and detailed in Church Representation Rules (2017), is a committee of the Parochial Church Council (PCC), and reports to the PCC.
2. As the standing committee, the SC has the powers and responsibilities laid down by canon law. Specifically it is empowered to transact the business of the PCC between the meetings thereof subject to any directions given by the PCC.
3. The SC shall consist of the Rector, the Team Vicar(s), the churchwardens, Parochial Church Council Treasurer or nominee (voting only if a member of the PCC) and another lay representative voted by the Parochial Church Council, with due consideration to the representation from the different churches so that there are at least 2 other lay members in addition to the churchwardens. The office of secretary can be fulfilled by some other fit person who shall not thereby become a member of the SC.
4. The SC will normally meet monthly; it is a small committee which requires a high level of commitment from its members.
5. The SC's terms of reference shall be approved by the PCC and reviewed every three years.
6. The chairperson of the SC shall be the Rector.
7. In the absence of the chairperson, the SC shall elect one of their number to chair the meeting of the SC.
8. The quorum for the SC shall be 50% of the membership of the SC at a meeting for which 2 weeks' notice has been given, and, for which an agenda has been distributed.
9. The Secretary shall be responsible for issuing the agenda for the SC meeting at least 7 days prior to the meeting taking place.
10. The Secretary shall produce minutes of the meetings for approval by the members of the SC and then pass the minutes to the PCC secretary.
11. The functions, powers and responsibilities of the SC are set out below.
  - a. The SC is empowered to transact the business of the PCC between PCC meetings subject to any directions given by the PCC.
  - b. The SC shall be responsible for preparing the agenda for each PCC meeting, taking account of any items requested by PCC members.
  - c. The SC may act on behalf of the PCC in matters of urgency that arise between meetings of the PCC, but must report such matters to the PCC.
  - d. The SC is a management committee, not a policy committee. Decisions made by the SC may only be of a management nature and cannot dictate policy.
  - e. The SC, at the direction of the Rector or the PCC, may consider policy matters in preparation for consideration by the PCC; however any decision on such matters is the responsibility of the PCC. The SC is not empowered to make policy decisions.
  - f. Any recommendation made by the SC shall be reported to, and recorded in the minutes of, the next PCC meeting.

- g. The draft minutes of the SC, once agreed by the SC, shall be submitted to members of the PCC.
- h. If the matter under discussion could be held to be of a contentious nature or, in the opinion of the SC, may be materially contested by PCC members not present, then the matter shall be referred to the PCC.

## Health and Safety Committee

The SC will act as the Health and Safety Committee for the co-ordination of all health and safety matters within the parish of Witney. The committee has responsibility for:

- Identifying all areas of health and safety which have policy implications, including health and safety legislation, with regard to the congregation, employees, visitors, and contractors while in the parish of Witney's churches and their associated lands.
- Evaluating implications of these issues to the parish of Witney, and their prioritisation with regard to resources and implementation.
- To advise the Parochial Church Council on all matters concerning health and safety.

Adopted by the PCC 18 January 2018

Signed *Toby Wright*

Counter-signed *Charlotte Tremain*

Review date: January 2021