

# **THE CATHEDRAL CHURCH OF THE HOLY AND UNDIVIDED TRINITY OF NORWICH**

## **STATUTES**

### **I. THE DIOCESAN BISHOP**

1. The Bishop has the principal seat and dignity in the Cathedral and all persons holding office or ministering therein shall pay due reverence and render loyal and ready service to the Bishop.
2. As soon as possible after their Confirmation of Election or Consecration (in the event of not being already in Episcopal Orders), the Bishop shall be solemnly placed in the Cathedra according to the Custom of the Province of Canterbury and of the Cathedral.
3. After consultation with the Chapter and subject to the following provisions, the Bishop may officiate in the Cathedral and use it in for the Bishop's work of teaching and mission, for ordinations and synods and for other diocesan occasions and purposes. The Bishop may require of the Dean the reasonable assistance of the Ministers and staff of the Cathedral.
4. The Bishop may:
  - a) preside at one major Eucharist at Easter and at Christmas;
  - b) in consultation with the Dean preach at one major Eucharist at Easter and at Christmas;
  - c) preach at or appoint the preacher at ordination services.

### **II. THE DEAN**

1. The Dean is the principal dignitary of the Cathedral, next after the Bishop.
2. The Dean shall be installed in the stall assigned on the south side of the Choir, according to the customs of the Cathedral and at the installation shall make such declarations and take such oaths as may be prescribed by law and by custom.
3. The Dean shall take a share in Residence duties, being "In Residence" for a minimum of 4 weeks per year.
4. The Dean when present shall read the Old Testament Lesson at Morning Prayer and the New Testament Lesson at Evensong.
5. Throughout the year the Dean shall produce a rota of preachers for the approval of the Chapter.
6. The Dean shall play a role in the life of the local community, the Diocese, the wider church and beyond but this involvement must be tempered with a due regard to their responsibilities at the Cathedral.
7. The Dean shall reside in the Deanery within the Close of the Cathedral and shall diligently attend the Services in the Cathedral. Upon ceasing to hold the office the Dean shall vacate the Deanery.

8. All other duties of the Dean are described in the Constitution.

### **III. THE CHAPTER**

1. Led by the Dean, the Chapter is responsible for nurturing the spiritual and corporate life of the Cathedral in accordance with its core values of being a place where all are welcome, a place to share learning, a place where people grow in holiness and a place which serves others. At the root and heart of everything which takes place in and around the Cathedral is the worship of God in the Daily Offices and the Eucharist, the desire to offer warm hospitality and the belief that everyone should be approached in a spirit of openness, honesty and integrity.
2. All other matters relating to Chapter are contained in the Constitution.

### **IV. THE RESIDENTIARY CANONS**

1. Each of the Residentiary Canons shall celebrate the Holy Communion and preach in the Cathedral as the Chapter shall from time to time determine.
2. The Residentiary Canons shall undertake such cathedral duties (meaning, in accordance with section 45 of the Measure, duties (whether in the cathedral or diocese) which should, in the opinion of the Chapter after consultation with the bishop, be performed in or from the cathedral) as the Chapter shall determine after consultation with them. They shall endeavour to strengthen the whole corporate life, worship and work of the Cathedral, promote the usefulness of the Cathedral in the Diocese and pursue theological reflection and research for the benefit of the wider Church.
3. A Residentiary Canon shall ordinarily reside in The Close of the Cathedral in the house allocated by the Chapter and shall diligently attend the Service in the Cathedral. Upon ceasing to hold the office, a Residentiary Canon shall vacate the house that has been occupied.
4. At least two full-time equivalent Residentiary Canons must be engaged exclusively on cathedral duties, subject to any directions made under section 14(2) of the Measure by the Archbishop of Canterbury and the Church Commissioners. Any question as to whether a Residentiary Canon is exclusively engaged on cathedral duties shall be decided by the Church Commissioners, after consultation with the Visitor and the Chapter, and any appeal of such decision shall be finally determined by the Archbishop of Canterbury.
5. Subject to the provisions of the Ecclesiastical Offices (Terms of Service) Measure 2009 (and any Regulations made thereunder), the financial obligations as between the Residentiary Canons and the Chapter in respect of houses occupied by the Residentiary Canons shall be determined by the Chapter and set out in the agreed Statement of Particulars for each Residentiary Canon.
6. Each Residentiary Canon shall serve such period of residence as shall be determined by the Chapter. During such period of residence, the Residentiary Canon shall be responsible for such duties as the Chapter may from time to time determine but shall include the following responsibilities:

- a) to ensure in consultation with the Precentor that the regular worship takes place in the Cathedral at the appointed times and in the appointed manner;
  - b) to lead Morning Prayer daily;
  - c) to lead the intercessions at Evening Prayer daily;
  - d) to be the person with whom the Sacrist and the vergers consult when immediate help is required;
  - e) to deputise in the temporary absence of both the Dean and the Vice-Dean in all matters relating to the Cathedral.
1. No Residentiary Canon shall hold any benefice with a cure of souls except that, if the Chapter so determines.
  2. The Chapter may from time to time vary the allocation of the canonical houses to the Residentiary Canons, provided that no Residentiary Canon shall be required against their will to vacate the house previously allocated to them.

#### **V. THE BISHOPS SUFFRAGAN**

1. The Bishops Suffragan, when ministering in the place of the Bishop, shall be treated in all respects as in clauses 1 and 3 of Statute II above.
2. The Bishops Suffragan, when ministering in any other capacity, shall be treated with due dignity and shall occupy the seats belonging to their office.
3. Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, a Bishop Suffragan shall have the right of celebrating the Holy Communion in the Cathedral and on at least once in every year and of preaching in the Cathedral on at least one Sunday every year.

#### **VI. THE ARCHDEACONS**

1. Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, each Archdeacon shall be invited to celebrate the Holy Communion in the Cathedral at least once a year and to preach on at least one Sunday in every year.
2. The Archdeacons, when ministering, shall occupy the seats belonging to their office.

#### **VII. THE HONORARY CANONS**

1. Subject to the following provisions of this section there shall be not more than twenty-four Honorary Canons who shall be appointed by the Bishop, after appropriate consultation including consultation with the Chapter, from among persons in Holy Orders who are beneficed or licensed in the Diocese and who give or have given distinguished service to the Diocese or the Cathedral.
2. An Honorary Canon shall seek to contribute to the corporate life of the Cathedral and to promote its mission and service in the Diocese.
3. An Honorary Canon shall vacate their office automatically and without the execution of any instrument of resignation upon ceasing to be beneficed or licensed in the Diocese

or attaining seventy years of age, whichever occurs first, unless the Bishop otherwise determines.

4. Subject to the rights exercisable by any other person in accordance with the Constitution and Statutes, each Honorary Canon in priest's orders may from time to time be invited to celebrate the Holy Communion and either on the same or another occasion preach in the Cathedral.

#### **VIII. EMERITUS TITLES**

The Bishop may confer upon a Dean, a Residentiary Canon or an Honorary Canon (whether clerical or lay), who vacates the office, the title, as the case may be, of Dean Emeritus or Canon Emeritus. A title conferred under this provision shall confer no vested interest and, in particular, the holder shall not by virtue of that title be a member of the College of Canons.

#### **IX. THE HIGH STEWARD**

1. There shall be a High Steward of the Cathedral, being a distinguished lay person resident in the Diocese. The High Steward shall be appointed by the Bishop after consultation with, and agreement of the Chapter, which shall assign a stall to the High Steward in the Cathedral.
2. The High Steward shall do all in their power in co-operation with the Chapter to advance the welfare of the Cathedral.

#### **X. THE OFFICERS**

1. The Officers of the Cathedral, who shall be Residentiary Canons, shall include the Vice-Dean, the Custos, the Librarian, the Pastor, the Precentor and the Treasurer. One Residentiary Canon may hold two or more of the offices if the Chapter so decides. They shall be annually appointed by the Chapter at its January meeting. The duties of the Officers shall be those prescribed in this Statute or, subject thereto, by by-laws.
2. (a) The Vice-Dean shall deputise in the temporary absence of the Dean except as provided in the Constitution section 12 (1b).  
(b) The Vice-Dean shall have precedence above the other Residentiary Canons and shall occupy the stall which is assigned to this office on the north side of the Choir.
3. After the Vice-Dean the other Residentiary Canons shall have precedence in order of seniority by date of appointment and shall occupy the stalls which are assigned to each of them.
4. The Custos shall watch over the maintenance of the Cathedral and its precincts.
5. The Librarian shall watch over the archives and library.
6. The Pastor shall have particular care for the Cathedral congregation and the Cathedral staff.

7. The Precentor shall have particular care and oversight of the liturgy and worship of the Cathedral.
8. The Treasurer shall watch over the treasures of the Cathedral.

#### **XI. THE MINISTERS**

The Chapter may appoint from among persons who shall be in Holy Orders and hold the Bishop's Licence such Priest Vicars, Assistant Priests and Deacons as may from time to time seem necessary and upon such terms and conditions as may be determined by the Chapter.

#### **XII. THE VERGERS**

1. The Chapter shall appoint a Head Verger, who may be known as the Sacrist, and may appoint as many Assistant Vergers, one of whom may be the Sub-Sacrist, as may from time to time seem necessary on such terms and conditions as may be determined by the Chapter.
2. The Vergers shall be concerned to uphold the dignity of worship in the Cathedral, to care for its security and to welcome all who enter it.

#### **XIII. THE CHOIR**

1. There shall be as many Lay Clerks and Choral Scholars as the Chapter considers suitable, after consultation with the Master of the Music. They shall be appointed upon such terms and conditions as may be determined by the Chapter.
2. (a) Wherever possible there shall not be fewer than 20 boy choristers including the probationers.  
(b) Wherever possible there shall not be fewer than 20 girl choristers of secondary school age.
3. (a) The boy probationers and choristers shall be educated at the Norwich School (in accordance with the Deed of Amalgamation of the Choir School with the King Edward VI Grammar School (now Norwich School) in the Close signed by the Dean and Chapter and the Governing Body of the said King Edward VI Grammar School on September 25<sup>th</sup> 1951 or any amendment thereof). They shall pass the Entrance Examination of the School and satisfy the Master of the Music of their musical ability.  
(b) The girl choristers shall be recruited from secondary schools from the city of Norwich and county of Norfolk. They shall satisfy the Master of the Music of their musical ability and will each receive a financial award annually as agreed by the Chapter and commensurate with the value of award made to the boys.
4. So long as the probationers and choristers are being educated at the Norwich School the Headteacher of the School shall have a stall assigned by the Chapter in the Choir of the Cathedral.
5. If circumstances arise which render the provision of clause 3 (a) hereof impracticable the Chapter shall seek to make other arrangements for the education of the probationers and choristers.

#### **XIV. THE SERMONS**

1. On Christmas Day and Easter Day the Bishop or the Dean shall preach the sermon at the morning Festival Eucharist.
2. On the Sunday after Ascension Day the sermon in the morning shall, according to ancient custom, be preached by the Parker Preacher appointed by Corpus Christi College, Cambridge.
3. For the remainder of the year the Dean shall produce a rota of preachers in consultation with the Residentiary Canons.

#### **XV. THE ARCHIVES AND LIBRARY**

1. In these Statutes the phrase “the archives and library” includes all the muniments, charters, books, manuscripts, documents and records (including matters of illustration or record however produced) and all other things of a like nature belonging to the Cathedral.
2. The Chapter shall make provision for the safe custody, maintenance, repair, preservation, access, loan and storage of the archives and library either in the Cathedral or elsewhere as it shall think fit.

#### **XVI. THE CATHEDRAL COMMUNITY**

1. A meeting of the persons whose names are listed in the worshipping community roll shall be held at least once a year.
2. All other matters relating to the worshipping community roll are contained in the Constitution.

#### **XVII. THE NOMINATIONS COMMITTEE**

##### **Composition**

1. The Nominations Committee must have at least seven members.
2. It is for the Chapter to appoint the members of the Committee, at least one of whom must be a non-executive member of the Chapter.
3. It is for the Chapter to appoint the chair of the Committee; but that person may not be an executive member of the Chapter.
4. The Chapter may remove a member of the Committee from office if:
  - a) there is a good reason for the removal, and
  - b) at least 75% of members present and voting vote in favour of the removal.
5. A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years have passed since the member last ceased to hold office as such.

6. The Dean, any member of the Chapter, and the Chapter Steward are entitled to attend the whole or part of any meeting of the Committee and are entitled to speak but not vote.
7. If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the chair, and may not vote.

### **Functions**

8. The Nominations Committee must advise the Chapter on:
  - a) the recruitment of non-executive members;
  - b) the recruitment of members of committees of the Chapter; and
  - c) the training needs of members of the Chapter.
9. The Nominations Committee must:
  - a) keep under review the skills, knowledge and experience of, and the diversity among, members of the Chapter, and members of each committee (including the Nominations Committee itself);
  - b) where, in light of a review under sub-paragraph (a), the Committee identifies areas where improvements are required, make recommendations to the Chapter on how to make those improvements.
10. The Nominations Committee may recommend to the Bishop candidates for the role of Senior Non-Executive Member.

### **Proceedings**

11. It is for the Chapter Steward, at the request of the chair of the Nominations Committee, to convene a meeting of the Committee.
12. The Committee must meet at least once each year.
13. Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled to attend the meeting by virtue of Article XVIII, paragraph 6, above at least five working days before the date of the meeting.
14. In the case of each person invited to attend a meeting of the Committee by virtue of Article XVIII, paragraph 7 above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
15. Notice of a meeting of the Committee—
  - a) must specify when and where the meeting is to be held;
  - b) must include an agenda for the meeting; and
  - c) must, subject to paragraph 6 below, be accompanied by the relevant papers for the meeting.
16. In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.

17. The quorum for a meeting of the Committee is four members, at least one of whom must be a non-executive member of the Chapter.
18. Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

#### **Reporting**

19. A draft of the minutes of each meeting of the Nominations Committee must be circulated promptly to each member of the Committee for approval.
20. Once the minutes of a meeting of the Committee are approved, the minutes:
  - a) must be sent to every member of the Chapter; and
  - b) may be sent to such other persons as the Committee thinks appropriate.
21. The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

#### **Terms of Reference**

22. The Chapter has the power under section 15(8) of the Measure to set terms of reference for the Nominations Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

### **XVIII. THE FINANCE COMMITTEE**

#### **Composition**

1. The Finance Committee must have at least seven members.
2. It is for the Chapter to appoint the members of the Committee, following consultation with the Nominations Committee.
3. It is for the Chapter to appoint the chair of the Committee; and that person must have recent and relevant financial experience and must be a non-executive member of the Chapter.
4. The Chapter may remove a member of the Committee from office if:
  - a) there is a good reason for the removal, and
  - b) at least 75% of members present and voting vote in favour of the removal.
5. A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years have passed since the member last ceased to hold office as such.
6. The Dean is not entitled to be a member of the Committee but is entitled to attend the whole or part of a meeting of the Committee; and at any meeting which the Dean attends, he or she may speak but may not vote.
7. The Chapter Steward and Senior Finance Manager must each attend each meeting of the Committee unless the Committee considers that there are circumstances which justify excluding or excusing either or both of the chief officers from the whole or part

of the meeting; and the Chapter Steward and Senior Finance Manager, when attending the whole or part of a meeting of the Committee, may speak but not vote.

8. If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.
9. If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the chair, and may not vote.

### **Functions**

10. The Finance Committee must keep under review the activities and management of the Cathedral in relation to such matters as the Chapter specifies in terms of reference for the Committee.
11. Section 16(8) of the Measure requires the Chapter, in providing the terms of reference referred to in paragraph (1), to have due regard to any guidance issued by the Church Commissioners on the responsibilities of a Finance Committee.

### **Proceedings**

12. It is for the Chapter Steward, at the request of the chair of the Finance Committee, to convene a meeting of the Committee.
13. The Committee must meet at least six times each year.
14. Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled to attend the meeting by virtue of Article XIX, paragraph 6 or 7, above at least five working days before the date of the meeting.
15. In the case of each person invited to attend a meeting of the Committee by virtue of Article XIX, paragraph 8 or 9 above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
16. Notice of a meeting of the Committee—
  - a) must specify when and where the meeting is to be held;
  - b) must include an agenda for the meeting; and
  - c) must, subject to paragraph 6 below, be accompanied by the relevant papers for the meeting.
17. In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.
18. The quorum for a meeting of the Committee is four members, at least one of whom must be a non-executive member of the Chapter.
19. Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

### **Reporting**

20. A draft of the minutes of each meeting of the Finance Committee must be circulated promptly to each member of the Committee for approval.

21. Once the minutes of a meeting of the Committee are approved, the minutes:
  - a) must be sent to every member of the Chapter; and
  - b) may be sent to such other persons as the Committee thinks appropriate.
22. The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

### **Terms of Reference**

23. The Chapter has the power under section 15(8) of the Measure to set terms of reference for the Finance Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## **XIX. THE PROPERTY COMMITTEE**

1. The Chapter has established the Property Committee pursuant to section 17 of the Measure and in accordance with Article 29 of the Constitution.

### **Composition**

2. The Property Committee must have at least six members including three external advisers with relevant experience of managing residential and commercial properties. The Managing Agent for the Close Properties, and The Estates Manager must be in attendance to report to the Committee.
3. It is for the Chapter to appoint the members of the Committee following consultation with the Nominations Committee.
4. It is for the Chapter to appoint the chair of the Committee; and that person must be a non-executive member of the Chapter. Other executive members of Chapter may be appointed as members of the Property Committee but there should be a majority of non-executive members.
5. The Chapter may remove a member of the Committee from office if:
  - a) there is a good reason for the removal, and
  - b) at least 75% of members present and voting vote in favour of the removal.
6. A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years have passed since the member last ceased to hold office as such.
7. The Chapter Steward should attend each meeting of the Committee unless the Committee considers that there are circumstances which justify excluding or excusing him or her from the whole or part of the meeting.
8. If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.

### **Functions**

9. The Property Committee must receive regular reports from the Managing Agent and Estates Manager and should advise Chapter on best practice with regard to letting and maintaining property bearing in mind that this is the major income stream for the Chapter.
10. The Property Committee should meet at least once a year with the Finance Committee and subsequently advise Chapter on future strategy.

### **Proceedings**

11. It is for the Chapter Steward, at the request of the chair of the Property Committee, to convene a meeting of the Committee.
12. The Committee must meet at least six times each year.
13. Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled to attend the meeting by virtue of this Article XX, at least five working days before the date of the meeting.
14. In the case of each person invited to attend a meeting of the Committee by virtue of Article XX, paragraph 7 above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
15. Notice of a meeting of the Committee—
  - a) must specify when and where the meeting is to be held;
  - b) must include an agenda for the meeting; and
  - c) must, subject to paragraph 6 below, be accompanied by the relevant papers for the meeting.
16. In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.
17. The quorum for a meeting of the Committee is four members, at least one of whom must be a non-executive member of the Chapter.
18. Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

### **Reporting**

19. A draft of the minutes of each meeting of the Property Committee must be circulated promptly to each member of the Committee for approval.
20. Once the minutes of a meeting of the Committee are approved, the minutes:
  - a) must be sent to every member of the Chapter; and
  - b) may be sent to such other persons as the Committee thinks appropriate.
21. The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

### **Terms of Reference**

22. The Chapter has the power under section 17(6) of the Measure and Article 29(2) of the

Constitution to set terms of reference for the Property Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## **XX. THE AUDIT AND RISK COMMITTEE**

### **Composition**

1. The Audit and Risk Committee must have at least seven members.
2. It is for the Chapter to appoint the members of the Committee, at least one of whom must be a non-executive member, following consultation with the Nominations Committee.
3. It is for the Chapter to appoint the chair of the Committee; and that person must have recent and relevant financial experience and must not be a member of the Chapter.
4. The Chapter may remove a member of the Committee from office if:
  - a) there is a good reason for the removal, and
  - b) at least 75% of members present and voting vote in favour of the removal.
5. A member of the Committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years have passed since the member last ceased to hold office as such.
6. The Dean is not entitled to be a member of the Committee but is entitled to attend the whole or part of a meeting of the Committee; and at any meeting which the Dean attends, he or she may speak but may not vote.
7. The Chair may invite the Chapter Steward and Senior Finance Manager to attend the whole or part of the meeting; and a senior officer, when attending the whole or part of a meeting of the Committee, may speak but not vote.
8. If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.
9. If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the Chair, and may not vote.

### **Functions**

10. The Audit and Risk Committee must keep under review the activities and management of the Cathedral in relation to such matters as the Chapter specifies in terms of reference for the Committee.

### **Proceedings**

11. It is for the Chapter Steward, at the request of the chair of the Audit and Risk Committee, to convene a meeting of the Committee.
12. The Committee must meet at least twice a year.

13. Notice of a meeting of the Committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled to attend the meeting by virtue of this Article XXI, at least five working days before the date of the meeting.
14. In the case of each person invited to attend a meeting of the Committee by virtue of Article XXI, paragraph 7, 8 or 9 above, notice of the meeting must be given to the person as soon as reasonably practicable before the meeting.
15. Notice of a meeting of the Committee—
  - a) must specify when and where the meeting is to be held;
  - b) must include an agenda for the meeting; and
  - c) must, subject to paragraph 6 below, be accompanied by the relevant papers for the meeting.
16. In so far as it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.
17. The quorum for a meeting of the Committee is four members, at least one of whom must be a non-executive member of the Chapter.
18. Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the Committee as they apply to a meeting of the Chapter.

### **Reporting**

19. A draft of the minutes of each meeting of the Property Committee must be circulated promptly to each member of the Committee for approval.
20. Once the minutes of a meeting of the Committee are approved, the minutes:
  - a) must be sent to every member of the Chapter; and
  - b) may be sent to such other persons as the Committee thinks appropriate.
21. The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

### **Terms of Reference**

22. The Chapter has the power under section 16(11) of the Measure to set terms of reference for the Audit and Risk Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## **XXI. THE SAFEGUARDING COMMITTEE**

1. The Chapter has established a Safeguarding Committee pursuant to section 17 of the Measure and in accordance with Article 11(4) of the Constitution.

### **Composition**

2. The Safeguarding Committee must have at least six members including the following:
  - a) An independent Chair appointed by the Chapter (but who not may be a member of

the Chapter)

- b) The Canon for Mission and Pastoral Care
- c) The Precentor
- d) The Sacrist
- e) The Head of Schools and Family Learning
- f) The Master of Music
- g) In addition, there may be not more than three independent experts appointed by Chapter, who shall be people with appropriate professional expertise and experience in the field of safeguarding.

The Chapter Steward, the Named Person appointed by Chapter and the Cathedral Safeguarding Advisor should be in attendance.

- 3. A non-executive member of the committee may hold office for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years has passed since the member last ceased to hold office as such.
- 4. The Chapter may remove a member of the Committee from office if:
  - a) there is a good reason for the removal, and
  - b) at least 75% of members present and voting vote in favour of the removal.
- 5. The Dean is not entitled to be a member of the Committee but is entitled to attend the whole or part of a meeting of the Committee; and at any meeting which the Dean attends, he or she may speak but may not vote.
- 6. If, at the invitation of the Committee, any member of the Chapter attends the whole or part of a meeting of the Committee, the person may speak but not vote.
- 7. If, at the invitation of the Committee, any other person attends the whole or part of a meeting of the Committee, the person may speak, but only at the discretion of the Chair, and may not vote.
- 8. At the discretion of the Chair, the Safeguarding Lead from Norwich School may be invited to attend meetings.

### **Functions**

- 9. The Safeguarding Committee must regularly review the effectiveness of safeguarding policy and practice for Norwich Cathedral and raise any concerns with Chapter. The Chair must present an annual report to Chapter which must also be shared with the Diocesan Bishop.

### **Proceedings**

- 10. The Committee shall consider matters concerning the revision of Safeguarding policies and all matters of safeguarding practice relating to Norwich Cathedral (Note all policy changes have to be approved by the Dean and Chapter and must comply with the safeguarding policies of the Church of England)
- 11. The Committee must meet on at least four occasions each year.

12. Having due regard to UK GDPR and the Data Protection Act 2018, the Committee should receive written reports/updates from the Cathedral’s Safeguarding Advisor (these will include all reported safeguarding incidents, allegations and concerns).
13. The Committee should undertake an annual audit of Safeguarding at Norwich Cathedral and report their findings to the Chapter.
14. The Committee should receive the draft Annual Report of the Safeguarding Advisor prior to its submission to and approval by Chapter.
15. The Committee should implement recommendations in the SCIE Audit Report(s) and Action Plan.
16. The Committee must be aware of relevant changes to national and Diocesan Safeguarding Policy and ensure dissemination to members of staff with Safeguarding responsibilities
17. The Committee must monitor the effectiveness of Chapter’s Safeguarding Training Policy for staff and volunteers.
18. The Committee must hold all matters discussed at its meetings as confidential unless there is a legal requirement to disclose.

### **Reporting**

19. A draft of the minutes of each meeting of the Property Committee must be circulated promptly to each member of the Committee for approval.
20. Once the minutes of a meeting of the Committee are approved, the minutes:
  - a) must be sent to every member of the Chapter; and
  - b) may be sent to such other persons as the Committee thinks appropriate.
21. The Chapter must consider any matters arising from the minutes of a meeting of the Committee.

### **Terms of Reference**

22. The Chapter has the power under section 17(6) of the Measure to set terms of reference for the Safeguarding Committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## **XXII. OTHER COMMITTEES**

1. The Chapter may, pursuant to section 17 of the Measure and Article 30 of the Constitution, establish such other committees as it may determine, and may delegate functions, powers and duties to any committee.

### **Composition**

2. A committee of the Chapter established under the Constitution must have at least four members.
3. It is for the Chapter to appoint the members of the committee, at least one of whom must be a member of the Chapter.

4. It is for the Chapter to appoint the chair of the committee; and that person may, but need not, be a member of the Chapter
5. The Chapter may remove a member of the committee from office if:
  - a) there is a good reason for the removal, and
  - b) at least 75% of members present and voting vote in favour of the removal.
6. A member of the committee holds office as such for a term of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years have passed since the member last ceased to hold office as such.
7. If, at the invitation of the committee, the Dean, the Chapter Steward or any member of the Chapter attends the whole or part of a meeting of the committee, the person may speak but not vote.
8. If, at the invitation of the committee, any other person attends the whole or part of a meeting of the committee, the person may speak, but only at the discretion of the Chair, and may not vote.

### **Functions**

9. The functions of each committee established under the Constitution are set out in the terms of reference for that committee.

### **Proceedings**

10. It is for the Chapter Steward, at the request of the chair of a committee established under the Constitution, to convene a meeting of the committee.
11. Notice of a meeting of the committee must, unless otherwise agreed, be given to each member of the Committee, and to each person entitled or invited to attend the meeting, at least five working days before the date of the meeting.
12. Notice of a meeting of the committee—
  - a) must specify when and where the meeting is to be held;
  - b) must include an agenda for the meeting; and
  - c) must, subject to paragraph 6 below, be accompanied by the relevant papers for the meeting.
13. In so far as it is not reasonably practicable for the relevant papers for a meeting of the committee to accompany the notice of the meeting, the papers must as soon as reasonably practicable be given to each person to whom the notice was given.
14. The quorum for a meeting of the committee is three members.
15. Articles 12(6) and (7) of the Constitution (remote participation) apply to a meeting of the committee as they apply to a meeting of the Chapter.

### **Reporting**

16. The terms of reference of a committee established under these Statutes or the Constitution shall make provision as to the reporting of proceedings of its meetings to the Chapter.

17. Once the minutes of a meeting of the committee are approved, the minutes:
  - a) must be sent to every member of the Chapter; and
  - b) may be sent to such other persons as the committee thinks appropriate.
18. The Chapter must consider any matters arising from the minutes of a meeting of the committee.

### **Terms of Reference**

19. The Chapter has the power under section 17(6) of the Measure to set terms of reference for the committee in relation to its functions, proceedings and reporting requirements but subject to the requirements of the Measure, the Constitution and these Statutes.

## **XXIII. SENIOR MANAGEMENT**

### **Composition**

1. There is to be a group called the Senior Management Team concerned with the management of the Cathedral.
2. The members of the Senior Management Team are:
  - a) The Dean (Chair)
  - b) Each Residentiary Canon with responsibility for a department of the Cathedral or for part of its operations;
  - c) The Chapter Steward;
  - d) such other members of staff (whether lay or clergy) as the Chapter considers appropriate.

### **Chapter Steward**

3. The Chapter Steward shall undertake the role of chief operating officer and, where both roles are appointed on a part-time basis, may also be the chief finance officer for the purpose of the Measure in accordance with Article 22 of the Constitution. The functions of the roles of the chief officers includes overseeing the operational management and financial matters of the Cathedral and reporting to Chapter accordingly on:
  - a) the day-to-day operations of the Cathedral in accordance with the values, priorities and budgets set by Chapter;
  - b) managing the lay staff of the Cathedral in accordance with the business plan and strategy agreed by Chapter; and
  - c) the financial management of the Cathedral, including control and performance, working with and through the finance team.

### **Functions of group**

4. The Senior Management Team is responsible for the day to day running of the Cathedral, providing the leadership of the teams delivering all aspects of the Strategic Vision set by the Chapter, by:

- a) Encouraging all members of staff and volunteers to live by the Core Values of the Cathedral and in doing so supporting the ministry of the Bishop;
- b) Provision of welcome
- c) Provision of worship
- d) Provision of education
- e) Provision of pastoral care
- f) Managing the daily business and operational needs of the cathedral

#### **Proceedings of group**

5. The group shall be chaired by the Dean and shall meet on a minimum of a monthly basis throughout the year.

#### **Accountability of group**

6. Notes must be taken and the group shall make a general report to each meeting of Chapter. Each Head of Department will make a detailed report to Chapter annually.

#### **Committees of group**

7. The Senior Management Team after consultation with the Chapter may establish one or more committees for dealing with matters relating to the day to day running of the Cathedral.
8. In the case of each committee established under this Article, the Senior Management Team must specify in writing the matters which come within the committee's remit
9. The Senior Management Team must appoint the members of each committee so established.
10. The chair of each committee so established must be a member of the Senior Management Team; but subject to that, the membership of the committee need not include a member of staff or a member of the Chapter.
11. Each committee so established must report to the Senior Management Team in accordance with such requirements as the may specify in writing.
12. Each committee so established may regulated its own procedure, subject to such rules as the Senior Management Team may specify in writing.

#### **XXIV. ORDER OF PRECEDENCE**

1. The Order of Precedence in processions at services held in the Cathedral is:
  - a) Visiting Lay Ministers
  - b) Visiting Clergy
  - c) Lay Canons
  - d) Honorary Canons
  - e) Chapter Steward

- f) The Archdeacons
- g) The Suffragan Bishops
- h) Lay Members of Chapter
- i) Residentiary Canons
- j) The Dean
- k) The Bishop

## **XXV. MISCELLANEOUS**

### **Execution of documents**

1. A document which is not required to be executed by the application of the Chapter’s seal is validly executed by the Chapter if it is signed on behalf of the Chapter by two members of the Chapter, or by one member of the Chapter and the Chapter Steward

### **Archaeologist**

2. The Chapter shall appoint a cathedral archaeologist in accordance with Section 23(2) of the Care of Cathedrals Measure 2011.

### **Patronage**

3. The right of presentation or nomination to a benefice in the patronage of the Cathedral is exercisable by the Chapter

## **XXVI. AMENDMENTS TO STATUTES**

The procedure for making amendments to these Statutes is set out in sections 31 to 34 of the Measure.

## **XXVII. INTERPRETATION**

1. In these Statutes:
  - “the Bishop” means the Bishop of Norwich
  - “the Measure” means the Cathedrals Measure 2021
  - “Senior Finance Manager” means the member of Cathedral staff appointed to that position (but is not, for the avoidance of doubt, chief finance officer or a chief officer)
  - “working day” means a day which is not a Saturday or Sunday, Christmas Day, Good Friday or a bank holiday in England under the Banking and Financial Dealings Act 1971
2. Where the functions of the Bishop are being exercised by another bishop in accordance with an instrument made under section 13 or 14 of the Dioceses, Pastoral and Mission Measure 2007, the references in these Statutes to the Bishop are to be read as references to that other bishop.
3. A reference in these Statutes to a provision of the Measure is to be read as a reference to that provision as for the time being amended, extended or applied by or under any other Measure.
4. Subject to that, the Interpretation Act 1978 applies to these Statutes.

**XXVIII. REVOCATION**

The Statutes of the Cathedral made on 24<sup>th</sup> January 2014 cease to have effect