



Implementation Team Terms of Reference

Purpose and objectives

In May 2021 the PCC approved the formation of an Implementation Team to introduce changes based on the recommendations in the report “A church governance and organisational structures review” by John Truscott dated March 2021.

The objectives of the Implementation Team are

- to operate as a team with a strong foundation in prayer
- to develop plans for endorsement by PCC that
 - Propose which of the recommendations to take forward and which to amend
 - Set the priority for decision making and implementation of the recommendations
 - Describe how the recommendations will be implemented and timescales
 - Identify the resources needed including any specialist skills
- plan and support communication of the changes, both to those directly affected and to the wider church congregation

The Implementation Team is responsible for managing the implementation of the recommendations and while it may choose to deliver some of the recommendations where appropriate, delivery will need to involve the wider PCC, staff, group leaders, the congregation.

Membership

The Implementation Team shall have a minimum of three and a maximum of 5 members. Membership is to involve people with no conflict of interest, who can remain impartial and who, where possible, have been a member of PCC during production or review of the Truscott report.

Membership will initially be the Rector Susie Williams, Church Warden Ray King, and former PCC member Wendy Morgan.

The Implementation Team, on agreement of all the members, can recommend a change to the named members for acceptance by PCC.

Decision Making

A minimum of three members must be present to form a quorum.

Decisions will generally be made by consensus. Where consensus is not achieved, the majority decision is to be recorded by the Chair and taken forward to PCC. Where there is no clear majority, the decision may be taken to PCC.

Meetings

The PCC has appointed the Church Warden, Ray King as leader of the Implementation Team and he will prepare the agenda and chair meetings. All members can propose agenda items in advance.



Meetings will be held no less than once a month. Decisions and actions will be captured as outputs of the meeting and circulated to members. A secure electronic file storage area will be established for storage and sharing of all meeting inputs and outputs.

Paper and presentation guidelines

Not used.

Delegating tasks and powers

Once plans for implementation of a recommendation have been endorsed at PCC, the Implementation Team is given delegated powers to oversee delivery of the plan. Any material changes are to be brought to PCC for endorsement and where recommendations are high priority and waiting for PCC would unduly delay implementation, the change should be taken to the Standing Committee.

Reporting and monitoring

A standard format for reporting to PCC is to be developed by the Implementation Team, setting out the recommendations being taken forward, their priority for implementation, progress against plan for each recommendation and any support needed from PCC. The PCC report will set out the decisions to be taken by PCC in the meeting.

Review by the PCC

A PCC review is to be completed in May 2022 to agree to shut down the Implementation Team if implementation is complete, or to agree any changes needed to complete.

The PCC can decide to review at any point if progress is deemed unsatisfactory or a material change is required e.g. to scope or membership.