

Paper A1

Revised Terms of Reference

Business Committee

Basic information

Contact name and email address	The Revd Mark Robinson mark.robinson@urc.org.uk
Action required	To be noted.
Draft resolution(s)	None.

Summary of content

Subject and aim(s)	The Terms of Reference of the Business Committee. To present the remit and strategic role of the Business Committee as approved and adopted from resolutions passed in the Church Life Review Paper N1 at General Assembly 2023.
Main points	Increased membership of the Committee; Remit; operational role; strategic role.
Previous relevant documents	General Assembly Task Group Paper N1: Moderators, clerks and councils, Mission Council May 2019.
Consultation has taken place with...	The Business Committee.

Summary of impact

Financial	
External (eg ecumenical)	

Business Committee Terms of Reference

Committee	Business.
Convenor	Appointed by General Assembly.
Secretary	General Secretary.

Ex officio members	<ol style="list-style-type: none"> 1. The General Secretary. 2. The Clerk of the General Assembly. 3. The Moderator of the General Assembly. 4. The immediate past Moderator. 5. The incoming Moderator of the General Assembly. 6. The Assistant Clerk to the General Assembly. 7. The Treasurer to the General Assembly. 8. The other members of the General Secretariat.
General Assembly appointed members	<ol style="list-style-type: none"> 1. A convenor 2. Two members appointed by the General Assembly to reflect the breadth and diversity of the United Reformed Church.
Length of term	<p>Assembly appointed members of the committee serve a four year term.</p> <p>Other members serve on the committee as dictated by the length of their <i>ex officio</i> roles.</p>
In attendance when required (to cover their areas of expertise)	Head of Communications, Equalities Representative, Head of Children's and Youth Work, Moderator's Chaplain(s).
Minute Secretary	PA to General Secretary.
Meeting frequency	Four times per year. However, meeting frequency is determined by factors such as the volume of business to be addressed and the urgency of matters requiring attention.
Subgroups / sub-committees	
Quoracy	
Accountability and reporting duties	To the General Assembly. The Business Committee ensures transparency, accountability and effective governance within The United Reformed Church by reporting on its activities, proposing initiatives and collaborating with others, and establishing systems for addressing emerging challenges and opportunities.
Terms of Reference Review	At least every four years, in consultation with the URC Trust. Next review due April 2027.

Remit, operational role and strategic role of the Business Committee:

Remit:

The Business Committee holds the following responsibilities:

- to oversee the practical arrangements of meetings of the General Assembly and the Assembly Executive
- to oversee and order the business of the General Assembly and the Assembly Executive
- to supervise the practical and business arrangements for the General Assembly and the Assembly Executive
- to prepare an order of business embracing all the business known to be arising
- to address such logistical questions as arise which the General Secretariat cannot resolve
- to advise the Moderator(s) on their official duties where required.

Strategic role:

The Business Committee's strategists role involves:

- Keeping a strategic overview of the work of the General Assembly, facilitating the coherence of business across the various committees of the church
- Ensuring the coherence of the strategies of the General Assembly, good governance, and the operational work of the Assembly
- When necessary, instigating new business to ensure the wellbeing of the work of the General Assembly
- In urgent circumstances, taking any necessary decisions on behalf of the General Assembly in between meetings of the Assembly or Assembly Executive, and to report them to the next meeting of the Assembly or Assembly Executive.

Operational role:

- From time to time, the Business Committee will have operational responsibility for elements of the life of the Church as delegated by resolution from the General Assembly.