

# Application Information Pack

**Volunteer**

**Listed Buildings Advisory  
Committee (LBAC)**

2024

# CONTENTS

<b>1. INTRODUCTION</b> .....	<b>3</b>
<b>2. BACKGROUND INFORMATION</b> .....	<b>3</b>
<b>3. TIME COMMITMENT AND TERM</b> .....	<b>4</b>
<b>4. RECRUITMENT PROCESS</b> .....	<b>4</b>
4.1 INDICATIVE RECRUITMENT TIMETABLE.....	4
4.2 HOW TO APPLY .....	4
4.3 EQUAL OPPORTUNITY MONITORING .....	5
4.4 SUBMISSION AND APPLICANT DECLARATION.....	5
4.5 AFTER SUBMISSION – ASSESSMENT PROCESS .....	5
4.6 REASONABLE ADJUSTMENTS .....	6
4.7 INTERVIEW/ EXPLORATORY CONVERSATIONS AND DECISION .....	6
<b>5. OUR SUPPORT FOR YOU</b> .....	<b>6</b>
<b>6. EXPENSES</b> .....	<b>7</b>
<b>7. DUE DILIGENCE</b> .....	<b>7</b>

# 1. Introduction

Thank you for considering putting your name forward for the role of volunteer member of the Listed Buildings Advisory Committee (LBAC).

If you would find it helpful to discuss the role before applying, please e-mail: [HR@methodistchurch.org.uk](mailto:HR@methodistchurch.org.uk) to arrange a phone conversation with the Chair of the LBAC or the Connexional Conservation Officer.

# 2. Background Information

The LBAC is a longstanding Committee whose primary purpose is to fulfil the responsibilities as set out by the relevant Standing Orders (980) of the Methodist Church and statutory responsibilities and provide expert knowledge on all matters relating to historic church buildings.

Members of the Committee reflect a wide spectrum of interest and several are professionally concerned with the conservation of our listed church buildings. Some members have a special interest in the history of Methodist chapels and churches, or archaeology, whilst others are Methodist ministers or church members.

Strong emphasis is placed on a church being the people of God and the Calling of the Methodist Church with the building being there to serve a living church within a changing community. Membership of the LBAC therefore reflects the balance between the need for rigorous conservation and the necessary adaptation of listed Places of Worship to meet changing missional needs.

As a member of the LBAC you will contribute to the review, evaluation and recommendation process for proposals relating to works of alteration to listed buildings owned by the Methodist Church.

The primary duty is to provide expert guidance and advice on conservation and development of historic church buildings and have a specialist knowledge in one or more than one of the following areas:

- i. knowledge of the history, development and use of Methodist chapels;
- ii. knowledge of Methodist liturgy and worship;
- iii. knowledge of archaeology;
- iv. knowledge of the history and development of architecture and the visual arts; and
- v. experience of the care of historic buildings and their contents.

The terms of reference for the LBAC are included in Appendix A below.

All Committee members are expected to:

- Attend quarterly meetings (three of which are online via Teams/Zoom) in January, April, July and October (face to face).

- Prepare for LBAC meetings by reviewing materials sent beforehand.
- Offer additional advice via email or over the phone as per expertise, and/or take part in sub-groups which may take place on site.
- Discuss and debate listed building applications for works of alteration, extension and repair in accordance with conservation best practice and relevant legislation.
- Provide expert advice to the Chair of the Committee and the Connexional Conservation Officer on alterations to its 600 listed buildings and occasionally to unlisted buildings in Conservation Areas (of which it has c. 1200).

### 3. Time commitment and term

The LBAC meets quarterly for regular business and additionally as required. Some but not all of those meetings are currently held online (see above). However, there may sometimes be travel to other parts of the country on behalf of the Committee. We welcome applications from all parts of the United Kingdom.

The LBAC members will be appointed annually by the Conference. There is no fixed period of membership; indeed members are welcome to remain on the Committee until they wish to step down.

### 4. Recruitment process

#### 4.1 Indicative Recruitment Timetable

	Volunteer Member of the LBAC
<b>Closing Date:</b>	August 12th 2024
<b>Shortlisting Date:</b>	August 30th 2024
<b>Interviews Date:</b>	September 13 <sup>th</sup> 2024
<b>Provisional appointment start date:</b>	20th September 2024

#### 4.2 How to apply

To apply for a role online, just click the **‘Apply Now’** button in the advert. You will need an email address to register for our online system and create your ‘applicant profile’. If you already have an applicant profile, you will be asked to enter your details.

To apply, all applicants are required to fill in an **on-line Expression of Interest Form**.

Information on the 'Expression of Interest Form' will comprise the following sections:

- Appointment/Employment history

- Education, training & qualifications
- All roles held within your local church(es), and any other roles held within charities
- Why you are applying, with reference to Role Description & Person Specification

### 4.3 Equal Opportunity Monitoring

We will use the information collected from this part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. This part of the form will be stored in a separate part of our system. It will not be visible when you or others view your application, and it will not be used as part of the selection process.

For information about how your personal data is used, please see the [Privacy Notice](#), which is published on the Methodist Church's website.

### 4.4 Submission and Applicant Declaration

During the application process, you can press the 'Save' button at the top of the page at any time. Clicking the 'Next' button at the bottom of the page will also automatically save the information you have entered.

Please kindly note that if you leave your application inactive for a period of 15 minutes you will be logged out automatically and you may lose any unsaved work. Therefore, to ensure that your work is saved, please click the 'Save' button regularly while completing your application.

The final section, 'Submit', would list any fields with an asterisk (\*) that you would still need to complete.

When you are ready to submit your application, you need to read and agree to the Applicant Declaration on the 'Submit' page. This includes you confirming the accuracy of the information you have provided and that you understand how this will be used and stored.

To confirm your agreement, click 'Yes' and then click on the 'Submit Application' button at the bottom of the page.

Once you have submitted your application, you will receive an auto-acknowledgement on-screen and an email confirming that your application has been received.

**Please note** that you will not be able to change information on your application once you have submitted it.

You can log into your candidate account at any time to check the process of your application. If you have any questions about the application process, please contact us at: [hr@methodistchurch.org.uk](mailto:hr@methodistchurch.org.uk)

### 4.5 After Submission – Assessment Process

Once your application has been submitted, your application will progress to the shortlisting stage.

During the shortlisting, the recruitment panel will assess information from the applicant's Expression of Interest Form against the criteria as set in the Role Description and Person Specification, so as to decide objectively which applicants most closely meet the requirements for the role.

Based on the strength of the field of applicants, the Recruitment Panel may need to establish a "minimum passable mark" which applicants must meet before they may be short-listed.

Once the Recruitment Panel has agreed the shortlist, you will be advised of the outcome via email. Shortlisted applicants will be invited to exploratory conversations. Further details about the format of the conversations and the names of the Panel will be provided in advance.

## 4.6 Reasonable adjustments

We are committed to providing an inclusive experience for all those who want to apply for a role and to removing any barriers in our recruitment processes. If you require any reasonable adjustments, please could you either email: [hr@methodistchurch.org.uk](mailto:hr@methodistchurch.org.uk) or call 0207 467 3532 to discuss these.

## 4.7 Interview/ exploratory conversations and decision

The Recruitment Panel will meet the shortlisted applicants and determine who is appointable to the role. Following the interview, the Chair of the Panel will forward the name of the nominee(s) together with a reasoned statement to the Nominations Committee for approval.

The Nominations Committee will present the nomination to the Conference (or Connexional Council) as may be relevant in each case with an assurance that the process has been open, transparent and inclusive. If the Nominations Committee is concerned about any aspect of the nomination process, it will seek clarification as necessary from the Recruitment Panel. In some circumstances, the Recruitment Panel may choose not to appoint any applicant(s) and re-run the nomination process.

Once the decision on the appointment has been made, applicants will be advised of the outcome of their application.

Successful nominees will be asked to provide contact details of two referees.

Appointments shall be notified to the relevant statutory bodies and amenity societies in accordance with our Code of Practice.

# 5. Our support for you

You will be asked to undertake the following training within the first 12 months of your role:

- Equality, Diversity and Inclusion
- Unconscious Bias
- GDPR (Data Protection and Confidentiality)
- Health and Safety

A lot of our training is available as e-learning so you can access it from home, and complete it at your own pace.

## 6. Expenses

These are volunteer appointments and not remunerated, although all agreed travel costs and related expenses will be reimbursed in line with the [Expenses Policy for Committee Members and Volunteers](#).

## 7. Due Diligence

Given the nature of this role, it is important that those appointed to serve on the Church's governing bodies maintain the confidence of the members of the Methodist Church and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Chair of the Recruitment Panel and provide details of the issue(s) in your application.

In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

Those who have been offered the appointment will be asked to sign:

- Confidentiality Agreement
- The Charity Commission Declaration of Eligibility Form :  
<https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility>
- Trustee declaration to confirm that they are not disqualified:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/731121/010818\\_Trustee\\_Declaration.odt](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731121/010818_Trustee_Declaration.odt)

## 8. Appendix A – LBAC Terms of Reference

### ROLE

**1** Under Standing Order 332, the Listed Buildings Advisory Committee (LBAC) is appointed annually by the Methodist Council to provide expert knowledge of historic ecclesiastical buildings.

**1.1** For England and Wales the purpose of the Committee is to fulfil the functions and responsibilities set out in Section 98 of CPD in accordance with the Code of Practice at Annex A of the Operation of the Ecclesiastical Exemption and related planning matters for places of worship in England (Item 3), and its equivalent in Wales. The key role of the LBAC is to advise the appropriate Connexional authority whether listed building consent should be granted for all applications for listed building works and on certain applications for works to unlisted buildings in conservation areas (Standing Order 982(i)).

**1.2** For Scotland and the Shetland Islands the purpose of the Committee is to fulfil their functions as a member of the Decision Making Body and to advise the appropriate Connexional authority whether listed building consent should be granted for all applications for listed building works.

**1.3** The members of the Committee are also expected to:

**1.3.1** Provide general advice to the Conservation Officer or other appropriate Connexional authority on policy matters regarding listed buildings and unlisted buildings in conservation areas.

**1.3.2** Agree the contents of the Annual Report, which, along with a list of all members, shall be presented to the Methodist Council at the October Council meeting for approval.

**1.3.3** Appoint and maintain a review sub-committee, with a convener. In the event of an appeal, the review sub-committee shall then carry out the duties specified in Standing Order 983A; at least one member of the review sub-committee shall attend the appeal panel hearing (Standing Order 983A (10) (ii))

## **2. SPECIFICALLY, MEMBERS ARE APPOINTED TO:**

**2.1** Provide expert advice to the appropriate Connexional authority and to have, between them, knowledge of the history, development and use of Methodist chapels, of Methodist liturgy and worship, of archaeology, of the history and the development of architecture and the visual arts, and experience of the care of historic buildings and their contents.

**2.2** Share experiences from other organisations or sectors which they represent, including the Advisory Committee of other denominations, with particular regard to the impact of the exercise of statutory functions under heritage protection legislation.

**2.3** Represent the Committee at site visits when necessary, appropriate and convenient.

## **3. CHAIR AND DEPUTY CHAIR**

**3.1** The Chair and Deputy Chair shall be appointed by the Committee for a fixed period of three years when a new appointment shall be made. The Chair can be re-appointed if they wish to continue in this role with the agreement of the Committee. In the absence of the Chair, the Deputy Chair will chair the meeting.

**3.2** The Chair shall agree the agenda for the Committee meeting and shall formally approve the agreed minutes. The Chair will also provide advice on those matters to be presented to the Committee if required by the Conservation Officer or any other appropriate Connexional Authority.

**3.3** The Chair shall also be a member of the Property Development Committee.

## **4. ATTENDANCE AT MEETINGS**

**4.1** New members shall be identified by the Committee and the Conservation Officer and shall be subject to appointment by the Methodist Council. In identifying such members the Committee and Conservation Officer shall have due regard for the diversity of its members.

**4.2** Experts in those areas outlined in Item 2.1 above shall be invited to become members of the Committee.

**4.3** The Committee shall have no fewer than eight and no more than 16 members, including the Chair, Deputy Chair, a representative District Chair and District Property Secretaries if necessary.



**4.4** Membership of the Committee is on a voluntary basis and all travel expenses shall be reimbursed for travel to and from Committee and site meetings. Members' time shall not be reimbursed.

## **5. QUORUM**

**5.1** The quorum of the meeting will be six full members, including the Chair or Deputy Chair, and excluding Connexional staff.

## **6. FREQUENCY OF MEETINGS**

**6.1** The Committee will normally meet four times a year. Meetings are serviced by the Connexional Team and normally held at Central Buildings, Oldham Street in Manchester. Where appropriate and between Committee meetings advice may be sought via electronic communication.

***January 2016***