

Makin Recommendations Task and Finish Group

Terms of Reference

1. Background

- 1.1. On 13 August 2019, the Church of England [announced](#) details of an independent review into the Church's handling of allegations of serious abuse by the late John Smyth. The review was led by Keith Makin.
- 1.2. On 7 November 2024, the Church [published](#) a report authored by Keith Makin ("the Makin Report"), which presented the conclusions of the review he had led.
- 1.3. [The report](#) concluded that "the Church must learn lessons from the organisational and institutional failings detailed in this Review," and made 27 specific recommendations for the Church of England. The Makin Report was formally received by the Church's National Safeguarding Steering Group ("NSSG") prior to its publication.
- 1.4. NSSG [holds](#) delegated authority to indicate on behalf of the Archbishops' Council "whether it is in agreement with such recommendations and [to] monitor the implementation of any agreed actions." On 23 January 2025, NSSG agreed that a task and finish group should be established to advise it regarding its response to the recommendations of the Makin Report.

2. Responsibilities

- 2.1. The purpose of this task and finish group is to translate the recommendations of the Makin report into actions and to advise NSSG and other relevant Church bodies on their response to the Makin Report's recommendations.
 - 2.1.1. [Identifying responsibility](#): The task and finish group is responsible for identifying which body is best placed to oversee the implementation of each recommendation – whether that be NSSG, another body within the Church of England, or a body outside the Church of England.
 - 2.1.2. [Advising response](#): The task and finish is responsible for advising NSSG and other Church of England bodies whether each relevant recommendation should be corporately accepted by the Church of England, either in part or in full.
 - 2.1.3. [Reviewing past work](#): The task and finish group is responsible for reviewing the work which has already taken place relating to each accepted recommendation, in order to advise NSSG and other Church of England bodies to what extent the recommendation already has been implemented.
 - 2.1.4. [Scoping future work](#): The task and finish group is responsible for advising NSSG and other Church of England bodies on what further work should be commissioned in order to fully implement each accepted recommendation, and what factors should be considered in the delivery of this work.
- 2.2. In the course of its work, the task and finish group should consider what consultation with stakeholders should be undertaken to inform the advice it issues to NSSG. In particular, it should consider how the following stakeholder groups should be consulted.
 - 2.2.1. [Victims/survivors of abuse related to the Church of England](#) should be consulted throughout; it is the task and finish group's responsibility to consider

what further engagement is needed with survivors outside of its membership, in consultation with the NST Survivor Participation Lead.

- 2.2.2. Church officers with responsibility for undertaking work to implement each recommendation should be consulted, particularly when reviewing work which has already taken place and when scoping future work.
- 2.2.3. Governance bodies, including NSSG, the General Synod, the Archbishops' Council and the House of Bishops, should be updated as appropriate on the work of the group.
- 2.2.4. Similar task and finish/working groups should be consulted, in order that any overlap in responsibility may be effectively managed. Relevant groups include the Scolding Response Group (relating to the [report](#) by Fiona Scolding KC) and the Future of Church Safeguarding Programme (relating to reports by [Sarah Wilkinson](#) and [Alexis Jay](#)).
- 2.2.5. Other stakeholders whom the task and finish group consider should be consulted.

2.3. A draft timetable for the group's work is included in Appendix 1.

3. Membership and advisors

- 3.1. Members of the group are asked to agree to "meeting expectations," described in Appendix 2.
- 3.2. There are 12 members of the task and finish group. A role description and person specification is in place for each member.
 - 3.2.1. **Chair:** The chair of the group is appointed by the Lead Bishop for Safeguarding.
 - 3.2.2. **Victim/survivor members:** The membership of the task and finish group includes up to five victims/survivors of Church-related abuse. These members are recruited through open recruitment in line with the [Survivor Participation Framework](#), prioritising individuals with lived experience of the abuse committed by John Smyth. The expenses of victim/survivor members are covered and honoured in accordance with the Expenses and Honorarium Policy.
 - 3.2.3. **External members:** The membership of the task and finish group includes three safeguarding specialists who are not employed by the Church of England. One member serves as the chair of a Diocesan Safeguarding Advisory Panel (DSAP), and the others are external safeguarding experts.
 - 3.2.4. **Church officer members:** The membership of the task and finish group includes three Church officers: two Diocesan Safeguarding Officers and a senior Church of England cleric.¹ These members are recruited through an open expression of interest among relevant people.
- 3.3. There are seven advisers to the task and finish group.
 - 3.3.1. Four staff form the secretariat of the task and finish group: the Senior Responsible Officer (a senior officer of the National Safeguarding Team), the Senior Project Manager, the Clerk to the meeting, and the Responsible Officer for victim/survivor volunteers. The Responsible Officer is a member of the

¹ An archdeacon or a bishop.

National Safeguarding Team who is experienced in trauma-informed practice, acting as the main point of contact for the victim/survivor members. All of these officers are appointed by the Lead Safeguarding Bishop.

3.3.2. Three other staff regularly attend the task and finish group as advisers, representing Church officers with responsibility for undertaking work to implement recommendations of the Makin Report. These members are appointed by the Chair.

3.3.3. Others may be invited by the Chair to attend specific meetings of the task and finish group as advisers, where their expertise is relevant to the matters being considered.

3.4. Membership of the group is set out in Appendix 3.

4. Meetings and administration

4.1. Meetings are normally held online. Meetings will initially be held on a monthly basis, before reducing to bi-monthly frequency (with the agreement of the Chair). Meetings are normally no more than three hours in duration. Any pre-reading is submitted to members one week before the meeting date.

4.2. The following items are standing items on the meeting agenda: approval of previous minutes; review of action log; project progress report; any other business. Other items will be agreed by the Chair in advance of each meeting on the advice of the secretariat. The Chair will consider any suggestions for agenda items made by other members, provided these are submitted at least two weeks before the relevant meeting.

4.3. The task and finish group aims to reach consensus among its members concerning the advice which it is providing to the National Safeguarding Steering Group. Where consensus cannot be reached, the group may provide advice which takes account of the differing views of members.

4.4. Administration will be provided by the Clerk (a member of the NST Business Support Team), who will take minutes in each meeting, which will be subject to approval in the following meeting.

4.5. If a member is unable to attend a meeting, they should inform the Clerk by email in advance. Advisers may appoint deputies to attend in their place. Members may not appoint deputies.

4.6. The Archbishops' Council and the Board are committed to protecting all personal data. Personal data is any information relating to an identified or identifiable person. All Board members must handle all personal data in accordance with the principles of General Data Protection Regulation (GDPR) at all times when carrying out their Board responsibilities or reporting back to other bodies. The personal data of victims/survivors will be processed in accordance with the [Survivor Engagement Privacy Notice](#).

Appendix 1: Draft timetable

Date	Action
February 2025	Update to the General Synod (GS 2376)
9 May 2025	First meeting of task and finish group
June 2025	Second meeting of task and finish group
May 2025	Update to NSSG
July 2025	Third meeting of task and finish group
September 2025	Fourth meeting of task and finish group
November 2025	Fifth meeting of task and finish group
December 2025	Update to the Archbishops' Council
January 2025	Sixth meeting of task and finish group
February 2026	Update to the General Synod
March 2026	Seventh meeting of task and finish group
May 2026	Eighth meeting of task and finish group
July 2026	Final advice to the General Synod

Appendix 2: Meeting expectations

1. All of the meetings of the Making Recommendations task and finish group will be online, on Zoom, and last no longer than 3 hours to include a break.
2. Please make sure your screen name includes first and last name, or with the name/pseudonym to which you would like to be referred. Please do not use titles, such as Revd/Bishop/Archdeacon/Canon etc.
3. It would be helpful if all members could keep their cameras on so that faces are visible. If you would prefer not to keep your camera on, please inform the Clerk in advance.
4. Clergy are asked to refrain from wearing clericals.
5. Attendees wishing to speak should indicate to the Chair by raising hand on Zoom, rather than physically putting their hand up.
6. Please refrain from using the chat to add information into the discussion but do use the chat function to communicate with the Clerk.
7. The meeting will not be recorded.
8. Meetings are an opportunity for knowledge exchange, discussion and dialogue. Sensitive topics might come up in conversation, so we intend to create a safe space for all survivors, members and staff. We therefore have a zero-tolerance approach to any conflict, aggression or any unsolicited opinion that may harm others' wellbeing.
9. Individuals will never be asked to share their lived experiences; however, when and if they choose to speak about their lived experiences and stories, they will be given space with empathy, compassion and gratitude for their trust to share.
10. All members are expected to behave with kindness and respect of others. Anyone who demonstrates any kind of abusive behaviour will be asked to leave.
11. Confidentiality should be assumed for all that is discussed within meetings, unless specific consent is given to share information. In some cases, it might be necessary to breach confidentiality when there is significant risk of harm to an individual, or others. If this happens, the safeguarding policy will apply.
12. Please be mindful and prioritise your emotional wellbeing throughout the event.
 - Safe Spaces: helpline 0300 303 1056
 - Samaritans: helpline 116 123 (available 24/7).
 - CALM: helpline 0800 58 58 58 (available 5pm-Midnight) and live chat available
 - SANEline: helpline 0300 304 7000

Appendix 3: Membership (as of April 2025)

Member	Role in group	Organisation
<i>Members</i>		
Robert Springett	Chair	Bishop of Tewkesbury, Diocese of Gloucester
Fiona Coombs	DSO	Diocese of Canterbury
Louise Whitehead	DSO	Diocese of Oxford
TBD	Archdeacon/Bishop	
	Victim/survivor member	N/A
	Victim/survivor member	N/A
	Victim/survivor member	N/A
	Victim/survivor member	N/A
	Victim/survivor member	N/A
Allan Harder	External member	DSAP Chair, Dioceses of Carlisle and York
Stuart Smith	External member	Safeguarding consultant
Tracey Watkinson	External member	Hydrant Programme, NPCC
<i>Advisers</i>		
Julie O'Hara	Senior Responsible Officer	Archbishops' Council
Alastair Hale	Senior Project Manager	Archbishops' Council
Sam Nunney	Quality Assurance and Performance Manager	Archbishops' Council
Esther Aina	Clerk to the Meeting	Archbishops' Council
Nina Tanner	Responsible Officer for victims/survivors	Archbishops' Council
Alexander McGregor	Legal Office	Archbishops' Council
Nick Edmonds	Communications	Church of England Central Services
Other officers as required for specific meetings		