

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the Meeting held on Monday 2nd July 2012 from 11.00 to 16.00

At: the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ

Part 1

Present: Danny Sullivan (Chair)
John Arnold
Jane Bertelsen
Matt Blake
Valerie Brasse
Kevin Caffrey
Phil Dand
Peter Doyle
Lorna Duggan
Elizabeth Hayes
Susie Hayward
Aidan Kilty
Declan Lang
Kristian Paver

In attendance: Adrian Child, Director CSAS
Rose Anderson, Secretary NCSC

1 **Apologies for absence.** There were no apologies for absence

2 **The Opening Prayer** was led by John Arnold.
John also led a tribute to Terry Grange, NCSC member from July 2010 to February 2012, who died in May 2012.

The Chair introduced Lorna Duggan and welcomed her to her first meeting of the Commission. The Chair also reminded members that Kristian Paver was stepping down from the Commission and attending his last meeting.

3 **Minutes of the meeting held on 13th March 2012**
The minutes were accepted as a correct record.

4 **Matters arising from the minutes of 13th March 2012**

4a. Action List:

Item 4- National and Diocesan Directories: Jane Bertelsen had written to the Editor of the Catholic Directory. She would be happy to work with the NCSC, but relied on information from the Dioceses when compiling the Directory. **It was agreed that** a letter should be sent to the Bishops about this issue. **(ACTION:JB)**

It was also noted that the address entries for NCSC and CSAS were not updated, despite the details being submitted via the CBCEW secretariat. **It was agreed that** Fr Marcus Stock should be informed of this. **(ACTION:RA)**

Item 7a –Working with Survivors: The Chair informed members that he had met with a Survivor the previous week and the meeting had gone well.

Item 7f – Meeting with Chairs of Commissions: Adrian Child advised that the planned meeting with Chairs of Commissions on 4th July had been postponed and would now take place on 8th September.

4b other matters arising, not already on the agenda.

Item 5b vii.- Integrity in Ministry. Aidan Kilty asked for an update on progress with this document.

Members were advised that the Dept of CRC had taken up this work and presented a draft document to the Bishops' Conference meeting in April.

The draft was shelved and Mgr O'Toole asked to rewrite it for Clergy- not Religious. The Religious will produce a parallel document.

Peter Doyle explained that the draft did not embrace the theological perspective of priesthood and for this reason the Bishops had asked for the document to be reviewed.

Kristian Paver informed members that he had been asked to read the draft and he was also concerned at the absence of theology, apart from a brief reference in the introduction. He advised members that the "One Church" approach is not undermined by diversity- Ministries are different and should not be undermined by using the lowest common denominator.

Members were very concerned at the perceived rejection of this work and that the proposed wider consultation across the Church had not taken place

Members suggested that there should still be one document, including the theology, embracing all ministries, but with separate sections where there are differences.

It was agreed that Declan Lang and Peter Doyle should raise this at the next meeting of the Bishops' Standing Committee. **(ACTION: DL, P Doyle)**

It was also agreed that Aidan Kilty would raise this at the next CoR Executive meeting, which will also be attended by Danny Sullivan **(ACTION: AK)**

Item 7b, page 4 –Restructuring of Safeguarding Commissions: Lorna Duggan asked for clarification of the Draft Minute and **it was agreed that** the minute should be amended to indicate that Safeguarding Commissions will be reorganized to include the Religious Congregations. **(ACTION:RA)**

5 **Papers/items to be noted**

5a CSAS

i. Management Group Meeting 28th May 2012

The minutes of the meeting were noted.

ii. Budget and Workload

Adrian Child reported that according to the financial codes the budget amounts for 2012 were largely as in 2011, though the allocation for Travel had increased and the expenditure on IT was unknown.

Discussion followed on the implications for the workload of CSAS if the budget was felt short of the requirement.

The following points were considered:

- Undertaking an external review of the workload of CSAS
- Forming a Budget sub group of the NCSC
- Sending a statement from the NCSC, with the Budget submission, identifying priorities and indicating that the workload could not be increased year on year without additional resources.

iii. CSAS Workload Tracker

Adrian Child identified that a major area of work is controlled by statute- CRB – and that recent changes announced by the Home Office required an instant response from CSAS as part of their Umbrella Body status. This included rewriting procedures and training the counter signatories to meet an August deadline. The changes also had implications for Diocesan Offices, Parishes and Religious Congregations. The changes will impact on non UK nationals requiring CRB disclosure. Adrian estimated that the work would occupy 1.5 wte staff for six months. If this was not funded other areas of work would not be done; e.g. the Annual Report; Audits; Restructuring of Commissions.

It was agreed that Diocesan and Religious Safeguarding staff should be advised to look at the priorities for CRB disclosure until the new system comes into force.

(ACTION: AC)

5b NCSC

i. Budget Report

Rose Anderson referred to the report which had been circulated prior to the meeting. She advised that following discussions with Fr Marcus Stock, General Secretary, CBCEW and Sarah Pearson, Finance, CBCEW, the accounts for 2011 had been finalized and a reserve of £11,061 identified. Due to high expenditure in the first quarter of 2012 the reserve had fallen to £6,000, though it was anticipated that this would increase over the second quarter as expenditure reduced.

The Chair reported that the meeting with Fr Stock had been very useful and that CaTEW were looking at working on 3 year budgets. This would help in planning the work load for CSAS

ii. Website report.

The report which had been circulated prior to the meeting was noted.

iii. Response to the letter from Cardinal Levada re safeguarding

The Chair thanked Adrian Child for his work in drafting the response for the Bishops' and CoR and advised that the response had been discussed at the recent Bishops' Conference and a few minor changes made before being sent to the CDF by the deadline.

iv. NCSC Membership.

a. Appointment of representative of Diocesan Chairs

The Chair confirmed that Lorna Duggan had been elected to represent Chairs of Diocesan Commissions on the NCSC

b. Canon Lawyer/Parish Priest vacancy

The Chair advised that the Canon Law Society had agreed to the appointment of a Canon Lawyer to replace Kristian Paver. A letter of appointment would be sent out the following day. **(ACTION: Chair & RA)**

c. Lay Member vacancy

The Chair confirmed that the interviews for the appointment of Lay members would take place later that week.

Rose Anderson advised members of the response to the advert, which had been web based only, and the costs of advertising on the web. **It was agreed that** all members should receive a copy of the role specification for Lay members.

(ACTION: RA)

Phil Dand questioned the future for his role representing the Chairs of Religious Safeguarding Commissions. **It was agreed that** this should be an item for discussion at the next meeting. **(ACTION: RA)**

v. Towards a Culture of Safeguarding –implementation and timescales and report from Chairs Questionnaires

Adrian Child advised that the Chairs of Diocesan Commissions had been sent a questionnaire concerning the forthcoming changes in the structure of Safeguarding in the Dioceses and Religious Congregations.

There was discussion on the responses and the role the Link Member would take in advising the Commissions.

Members were advised that the new Structures had been discussed at the Bishops' Conference in April and were now accepted as the National Standard.

vi. Religious Structures Project.

Adrian Child advised that the project is still on target for the deadline of 1st January 2012. There had been 2 consultation days attended by 160 people. A sub group is focussing on the funding formula which will vary from Diocese to Diocese, depending on the impact on the workload. The proposed model involves a single annual fee with 2 additional elements- National and Local. The amount will have to reflect the need for any additional staff. A formula is expected within a month.

Training is being extended to enable more people to attend.

Phil Dand had attended one of the consultation meetings and said the role of the Diocesan Trustee on the Commission had been discussed. He advised that a number of Religious are still unsure of their role on the restructured Commissions.

It was noted that a number of Religious Congregations were considering setting up their own Commissions. It was suggested that they should write a letter of intent to the Chair of the NCSC.

It was agreed that this should be discussed at a meeting with CoR later on the week. The Chair had been invited to attend this meeting. **(ACTION: Chair & AK)**

6 **Papers/items for discussion/approval**

6a Annual Report 2011/2012

Adrian Child advised that the final version had been approved outside the meeting, as agreed in March, by the Chair and Jane Bertelsen. The report would be published on 24th July 2012. A press conference would also be held that day.

6b Audit Evaluation Questionnaires

Adrian Child referred to the papers which had been circulated prior to the meeting. These were draft questionnaires to be sent to Commission Chairs and Officers after an Audit. Following discussion a number of amendments **were agreed**. **It was also agreed** that the questionnaires would be sent out with a covering letter from the Chair.

(ACTION: Chair, AC & RA)

It was further agreed that there should be a sub group of the NCSC to analyse the results of the questionnaires.

(ACTION: Chair, VB & EH)

6c Research/Bangor University

Adrian Child reported on an agreement with Bangor University for assistance with research and which may lead to funding of projects.

6d Dates of meetings in 2013

The dates were agreed as:

12th March, 11th June, 10th September and 10th December 2013.

(ACTION: ALL)

7 **Items for debate**

7a Working with Survivors of Abuse

Matt Blake reported on the recent meeting with groups representing Victims and Survivors of Abuse. The leaflet "Hurt by abuse" had been circulated.

Adrian Child advised members that the leaflet had been developed over the previous 18 months working with the survivor groups. There had been consultation with the Diocesan Safeguarding Staff. The leaflet had been sent to Diocese for distribution in the Parishes. There has been negative reaction to the leaflet from one of the Survivor organisations and some diocese have been reluctant to distribute it.

The Chair informed members that he had attended the meeting and would take over as Chair. He had also offered to meet with the Survivor Organisations individually. Members were also informed that Peter Doyle would join the group and attend meetings whenever possible. The next meeting with Survivor groups will take place on 30th October 2012.

(ACTION: Sub Group)

Following discussion about the implementation of new policies and guidelines it was agreed that when these are presented to the Bishops' Conference and CoR there should be a document outlining the steps required for implementation.

(ACTION: Chair, SH & AC)

7b Creating a Safe Environment

The paper circulated prior to the meeting was the latest draft of the review and updating of the policy. **It was agreed that** members should send the comments on the paper to Adrian Child by the end of July.

(ACTION: ALL)

7c Information Sharing Guidance

Adrian Child gave an update on who had signed the agreement. **It was agreed that** the Link members would follow up those Dioceses which had not yet signed.

(ACTION: Link Members)

It was agreed that Adrian Child would send relevant correspondence to the Link members.

(ACTION; AC)

It was agreed that the Chair would write to 2 Bishops who had questioned the Guidelines.

(ACTION: Chair)

7d Strategy

i. Draft Communications Strategy

Following discussion it was agreed that members should send comments to the Secretary by 16th July.

(ACTION: ALL)

It was also agreed that the Subgroup should hold a teleconference to progress this work.

(ACTION:MB,SH,VB,AC&RA)

ii. Independent Media Advice

The Chair advised that he had met with a press/publicity specialist and would be looking at costing a service and submitting proposals to FR Stock. He also advised that recent review of the Safeguarding pages of Diocesan websites would form the basis of communication with the Chairs of Commissions

(ACTION: Chair)

iii. Link membership.

• 2nd draft role description

It was agreed that further work was required on this document, which should fall within the Communications subgroup work. There is a need to emphasise that the role is a formal one within the safeguarding structure and should link with the the Chair of the Commission.

• Reports from Link Members

Valerie Brasse had visited Arundel and Brighton and would visit Lancaster the following week.

Kevin Caffrey had visited Menevia and Nottingham

• Vacancies.

It was agreed that Lorna Duggan would become the Link member for Clifton Diocese and Kevin Caffrey for Cardiff.

(ACTION: LD, KC & RA)

7e Church Insurance – report on meeting with Peter Rush

The Chair reported on the meeting with Peter Rush, CEO, Catholic Church Insurance Ltd, Australia which took place on 18th May 2012. Following a detailed presentation there had been some interesting discussion. In Australia compensation is paid out on moral ground. Members were reminded that Australian Law and British Charity Law is different.

The Chair also advised that he would be inviting John Rogers, General Manager, CCIA, to meet with him.

Following discussion **it was agreed that** John Rogers be co-opted to attend meetings of the NCSC.

(ACTION: Chair)

7f Study Day for Bishops and CoR Executive, 5th February 2013:

Following discussion the following topics were proposed for inclusion in the programme:

- Policies- practical points on implementation
- Insurance
- Trustees

It was also agreed that the Bishops' Standing Committee be asked for suggestions.

(ACTION: DL)

It was proposed that Heythrop College be approached to provide the venue for the Study Day.

(ACTION: RA)

8 **Any other business**

Declan Lang and Jane Bertelsen Kristian Paver both as member of the Cumberlege Implementation Group and as member of the NCSC for the past 4 years. His contributions were always very professional, clear, robust and detailed. He was thanked for his work and members wished him well for the future.

- 9 **Date and time of meetings in 2012:** 11th September 2012; at CBCEW, 39 Eccleston Square, SW1V 1BX, 11th December 2012 at Archbishops House