

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Draft Minutes of the Meeting held on Tuesday 11th September 2012 from 11.00 to 16.00
At: CBCEW, 39 Eccleston Square, London, SW1V 1BX

Part 1

Present: Danny Sullivan (Chair)
John Arnold
Jane Bertelsen
Kevin Caffrey
Phil Dand
Lorna Duggan
Susie Hayward
Peter Houghton
Brendan Killeen
Aidan Kilty
Denise Moultrie

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

- 1 **Apologies for absence** were received from Declan Lang, Peter Doyle, Valerie Brasse, Elizabeth Hayes and Matt Blake.

Welcome to new members

The Chair introduced and welcomed three new members to their first meeting-
Rev Dr Brendan Killeen, parish priest and canon lawyer
Peter Houghton and Denise Moultrie who had been appointed as lay members.

- 2 **The Opening Prayer** was led by Aidan Kilty.

- 3 **Minutes of the meeting held on 2nd July 2012**

These were accepted as a correct record subject to minor amendment.

- 4 **Matters arising from the minutes of 2nd July 2012**

4a. Action List:

Item 4a-Meeting with Chairs of Commissions This had taken place the previous week. The Chair reported that the meeting had gone well, with a number of constructive discussions.

Item 4b- Integrity in Ministry. Rose Anderson advised members that Declan Lang and Peter Doyle had discussed this at the Bishops' Standing Committee. The meeting had confirmed that Mgr. O'Toole had been commissioned to produce a draft document relating to clergy. This would not preclude a combined document in the future. Aidan Kilty advised that the Conference of Religious was unhappy with the segregation of religious from this draft and may not be prepared to proceed with a joint document based on this approach

Item 5vii –Forming new Religious Commissions

The Chair advised that a number of Religious Congregations had indicated that they may form their own, or joint Religious Commissions. Aidan Kilty confirmed that they would be expected to conform to the same standards of composition and work as the Safeguarding Commissions in the Dioceses.

Adrian Child agreed to produce a list of those congregations proposing to have their own Commissions before the next meeting.

(ACTION:AC)

item 6b Audit Evaluation

Adrian Child advised that the amendments to the audit evaluation questionnaire had been completed. A covering letter had not yet been drafted. It was agreed that The Chair would draft a letter. **(ACTION: Chair and RA)**

External Audit.

The Chair advised that he had identified an external auditor to evaluate the way in which the Audit of Safeguarding Commissions is undertaken. The Auditor would also review the workload of CSAS. Following discussion **it was agreed that** the Chair, Peter Houghton and Adrian Child should produce terms of reference for the auditor.

(ACTION: Chair, PH & AC)

Item 7a- Working with Survivors.

Members were informed that the next meeting- due to take place on 30th October would be rescheduled as the Chair would be attending a conference organised by the Pontifical Gregorian University.

Towards Healing Guidelines for Bishops and Religious Leaders.

These had not yet been produced.

(ACTION: Chair, SH & AC)

Insurers The Chair advised that he would be meeting John Rogers of CCIA to discuss co-option onto the NCSC.

Study Day for Trustees and Financial Secretaries

Adrian Child advised that he had been in discussion with CCPAS and Kathy Perrin of CCIA, in order to produce a programme for this study day. It was anticipated that it would be run twice- once in Leeds and once in London.

It could also include trustees of Religious Congregations.

(ACTION: AC)

It was agreed that the Bishops should be asked to encourage their Trustees to attend.

(ACTION: Chair, AC & RA)

Item 7b – Creating a Safe Environment.

Adrian Child advised that the final version would be included in the manual in December.

Item, 7c- Information Sharing

Jane Bertelsen advised that the document has been resent to Bishop Draine.

It was agreed that members would be sent a complete list of dioceses which had signed the agreement, those which had not and those which had refused.

(ACTION:AC&RA)

- 4b Other matters arising, not already on the agenda.
There were no matters raised.

5 **Papers/items to be noted**

5a CSAS

i. Management Group Meeting 3rd September 2012

The Chair referred to the minutes which had been circulated prior to the meeting. He advised that in future the Management Group would be by teleconference. He also advised of a change in the membership of the group and that in future the General Secretary of the Bishops Conference would be the line manager for the Director of CSAS. CSAS will continue to maintain its link with the Department for Christian Responsibility and Citizenship.

ii. Budget

Adrian Child advised that he was waiting for the budget setting process to begin.

iii. CSAS Workload Tracker

This was noted

5b NCSC

i. Budget Report

The report had been circulated prior to the meeting. Rose Anderson informed members that the expenditure had slowed over the second quarter and that the amount in reserve had risen.

ii. Website report

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

iii. NCSC Membership

The appointment of new members had been covered earlier in the meeting.

iv. Religious Structures Project

There was discussion on the funding formula for the Religious Congregations linking to the Safeguarding Commissions within Diocese.

It was noted that there are separate components for this- members of CoR pay a fee to CoR for their safeguarding services- non members do not; However all Congregations would be required to make a payment for the work within the commissions to which they will be linked. It was noted that this item would be discussed at a forthcoming CoR Executive Committee when it was hoped the matter would be resolved.

There was also discussion about formal links between the Chair of the NCSC and Director of CSAS with the CoR Executive. **It was agreed that** the Chair should write to the CoR President concerning this. **(ACTION: Chair)**

v. Annual Report – Press Conference

The Chair gave a brief report on the Press conference which was held on 24th July.

There had been no secular media representatives. Three members of the Catholic press attended and the Chair had also been interviewed for Vatican Radio.

6 **Papers/items for approval;** There were no items for approval

7 **Items for discussion/debate**

7a Working with Survivors of Abuse

As discussed earlier in the meeting the date of the next meeting had been postponed.

The Chair advised members that he had contacted a number of Survivor Groups who no longer attended the meetings. He had met with one representative and had scheduled meetings with 3 others to take place in October. It had been suggested that the NCSC may want to organise a joint conference with victims/survivors.

7b Strategy

i. Draft Communications Strategy

A further draft of the Communications strategy had been circulated prior to the meeting. **It was agreed that** all members should send their comments to Rose Anderson and this would be a major discussion item for the December meeting. **(ACTION: ALL)**

ii. Independent Media Advice

The Chair informed members that following discussion with FR Marcus Stock, General Secretary, CBCEW, £5,000.00 had been allocated to the NCSC to provide independent PR and media advice. This would be necessary if there was a conflict of interest for CCN advising both the CBCEW and the NCSC. It was anticipated that the advice would include publicising good news. The Chair advised that he would invite the independent media person to the December meeting. **(ACTION: Chair and RA)**

iii. Link membership

- A 3rd draft of the role description had been circulated prior to the meeting.

It was agreed that with one amendment this should be adopted, subject to ongoing review as the role evolved. **(ACTION:RA to circulate)**

There were 5 Commissions currently without a Link member from the NCSC.

The Chair advised that he would discuss this with new members in order to ensure that each Safeguarding Commission had a link member.

(ACTION: Chair)

- Reports from members

Rose Anderson advised that Declan Lang had arranged to meet with Archbishop Longley.(Birmingham) and that Valerie Brasse had attended one meeting in Lancaster and would be attending a Commission meeting there later in the year.

Aidan Kilty had arranged to visit Northampton in December

Jane Bertelsen had visited Middlesbrough and met with Bishop Draine and the newly appointed Chair of the Commission.

Kevin Caffrey had visited Cardiff, Menevia and Nottingham.

It was agreed that Link members should send reports of their visits to RA for filing. **(ACTION: ALL)**

7c NCSC Terms of Reference

- Representative of Chairs of Religious Commissions

It was agreed that the changes in safeguarding structures would still require a representative of Religious Commissions to be a member of the NCSC. A number of Congregations would be setting up their own Commissions.

- Co-opted membership

It was agreed that the Terms of Reference be redrafted to include:

- a 3rd vice Chair who should be a lay member of the NCSC- this would ensure independent advice in the absence of the Chair
- the ability to co-opt members for specific activities
- the use of subgroups for specific tasks .

(ACTION: Chair, PH &RA)

7d Study Day for Bishops, CoR Executive and CoR Safeguarding Committee
5th February 2013

It was noted that a room at Heythrop Colege had been booked for this event.

It was agreed that the Chair, Vice Chairs and Adrian Child should agree that programme for the day (by teleconference) **(ACTION: Chair, JB, DL, AC &RA)**

7e Conferences

i. Anglophone Safeguarding Conference 31st May- 4th June 2013 - Rome.

It was agreed that the Chair, John Arnold and Lorna Duggan should attend as delegates form the NCSC and that if a fourth place was allocated Kevin Caffrey should also attend. **(ACTION: RA)**

ii. Pontifical Gregorian University: Communication and Empowerment: Victims of Child Sexual Abuse Annual Conference 29-31 October 2012

The Chair advised that he and Adrian Child would be attending this conference.

iii. "Redeeming Power- Overcoming Abuse in the Church" 4/5th September, St Mary's University College

The Chair and Susie Hayward had attended this conference. Susie gave a brief report. It was agreed that her written report should be circulated to all members. **(ACTION:RA)**

7f Information Sharing with ACPO

Adrian Child advised members that sharing information with police forces varies across the country and he suggested exploring the possibility of a joint agreement with the Association of Chief Police Officers (ACPO). **It was agreed that** a subgroup should look at this and that Valerie Brasse be asked to lead the group. Denise Moultrie and Peter Houghton agreed to join the group. **(ACTION:VB,DM,PH &RA)**

8 **Any other business**

- Lorna Duggan questioned the entry in the minutes of the Religious Safeguarding Coordinators meeting which suggested that the Safeguarding Coordinator could also be a member of the Commission. Adrian Child advised that this issue is still under discussion, but that the role of the Religious should reflect that of the Priest Advisor for the Diocese.

9 **Date and time of meetings in 2012:** 11th December 2012 at the Lower Library. Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ