

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the meeting held on Tuesday 11th December 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
Valerie Brasse
Kevin Caffrey
Phil Dand
Peter Doyle
Lorna Duggan
Elizabeth Hayes
Peter Houghton
Brendan Killeen
Aidan Kilty
Declan Lang
Denise Moultrie
John Rogers

In attendance:

Adrian Child, Director CSAS
Rose Anderson, Secretary NCSC
Ian Priston, PR Consultant attended for item 7I, Communications Strategy
Courtenay Barklem, Human Rights Lawyer joined members for lunch

1 Welcome to John Rogers, newly co-opted member

The Chair welcomed John Rogers, [General Manager of the Catholic Churches Insurance Association \(CCIA\)](#) who had been co opted as member of the Commission. John described the work of CCIA. The Chair advised members that he would be working with John and Adrian Child on a regular basis.

Apologies for absence were received from Susie Hayward.

2 The Opening Prayer was led by Danny Sullivan

3 Minutes of the meeting held on 11th September 2012 were agreed subject to:

Page 4 item 7iii Link member reports: the addition of Nottingham to the list of Diocesan Commissions visited by Kevin Caffrey

4 Matters arising from the minutes of 11th September 2012

4a. Action List:

4a/6b Diocesan Audits. Members were informed that letters and questionnaires were being sent out to Commissions which had been audited, asking for their comments on the experience. These would be collated and presented to the NCSC in due course.

4a/7a Training day for Trustees. Members were advised that there is to be a meeting in the New Year to discuss this. The option of joint training by the NCSC and CCIA was being considered.

7b iii Link Member It was noted that the position of link member for Buckfast Abbey was still vacant. Link members for new Religious Commissions will be considered during 2013
(ACTION: Chair)

7c Terms of Reference It was noted that the revised document had been approved by the Presidents of the Bishops' Conference and the Conference of Religious in the autumn.

- 4b Other matters arising, not already on the agenda.
4a/4b Integrity in Ministry Members were informed that Mgr O'Toole is redrafting this on behalf of the Bishops' Conference. It was hoped that when the draft is produced it may be possible to re enter negotiations for the inclusion of the Religious in this document. It was also noted that this was one of the remaining outstanding Cumberlege recommendations. Following discussion **it was agreed that** a review of the Cumberlege recommendations should be aligned to the discussion on a Communications Strategy. **(ACTION: RA)**

5 **Papers/items to be noted**

- 5a CSAS
- i. Budget
Adrian Child informed members that he had not yet received his budget for the coming year (Jan-Dec 2013). **It was agreed** that the Chair should follow this up. **(ACTION: Chair)**
 - ii. CSAS Workload Tracker
Members were informed that some of the areas showing a delay related to the changing legislation concerning disclosure and CRB. Definitive guidance was still awaited.
 - iii. Annual Work Plan
Adrian Child tabled a paper outlining the work plan for 2013. It was noted that this would be a useful tool for the future review of the CSAS workload and resources. Following discussion **the following were agreed:**
 - The CSAS Management Group should meet/ hold a teleconference to discuss the work plan **(ACTION: RA)**
 - There should be a discussion during the March meeting on how various issues are reported in the Annual Report **(ACTION: RA)**
 - There should be discussion on the data collection and a review of how this is done **(ACTION: Chair and AC)**
- 5b NCSC
- i. Budget Report
Rose Anderson referred to the paper, circulated prior to the meeting which showed a further slowing on expenditure in the third quarter. Members were reminded that the accounts would close at the end of December and ere reminded that expense claims should be forwarded as soon as possible. **(ACTION: ALL)**
 - ii. Website report
Members noted the report for the previous 3 months. The Chair advised that when a contact is received from a survivor/victim of abuse he offers to meet with them.
 - iii. NCSC Terms of Reference
It had been noted earlier in the meeting that these had been approved by the Presidents of CBCEW and CoR, however members asked for further amendments to clarify some issues. **It was agreed** that members should send their comments to Rose Anderson. **(ACTION: ALL)**
There was discussion on the independent role of the NCSC and how this could be assisted with independent media advice. Part of the independence rested in the mandated authority to set up and audit policy and in the balance of the membership. The revised terms of reference included the appointment of a third vice chair who would be a lay member of the Commission. Members were asked to send their nominations to Rose Anderson before the meeting in March. **(ACTION: ALL)**

6 Papers/items for approval;

6a Annual Report 2012/2013

It was noted that a programme for the production of the Annual Report had been produced. The publication would be in the week commencing 22nd July. The actual **date was to be agreed.** (ACTION: Chair and RA)

6b Guidance on Supervision and Supervised activities within the Church

Adrian Child advised that this document had been produced in response to the changes in Regulated activity; guidance from Government had been left to organisations to interpret. The document was intended for circulation to Safeguarding Offices and for Parish Representatives. It was suggested that:

- A simpler document should be produced for use in parishes, with more scenarios included.
- There should be a preamble explaining why the language is used and where it is from
- There should be a statement "in the context of regulated activity supervision means....."
- There should also be a contact number for further advice and a date when the regulations came into force.

It was agreed that the amendments would be made.

(ACTION: AC)

It was also agreed that this should be an agenda item for the next meeting of Chairs of Safeguarding Commissions (ACTION: Chair and AC)

7 Items for discussion/debate

7a Working with Survivors of Abuse

The Chair reported that the last scheduled meeting had been postponed and would take place in the New Year. He advised members that he was continuing to meet with the individual groups representing survivors of abuse and one outcome was a suggestion that a joint conference should be organised. This proposal would be discussed at the next meeting with the groups.

7b Towards Healing

Members were informed that there were delays on the circulation of the leaflet due to some concerns over wording. **It was agreed that** a minor amendment to the wording should be discussed in order to resolve this issue.

(ACTION: Chair, JR, AC and Courtney Barklem)

7c Religious Structures Project

Adrian Child reported that the model had now been accepted by the CBCEW and CoR, subject to agreement on the funding formula. There was some delay in the Memorandum of Understanding (MOU) as CoR had sought further advice from their legal advisers. It was hoped that the MOU would be completed in time for the implementation phase (Jan – March 2013). **It was agreed that** the final draft of the MOU should be circulated to members (ACTION: AC)

7d Safer Recruitment/Ebulk

Adrian Child reminded members that Ebulk is the electronic system for processing DBS (formerly CRB) checks. It is an applicant led service which has been in place for 3 years. CSAS had expressed an interest in this at its inception, but it had been decided to wait until the methods of operating it were clear.

As the new systems were being introduced it was agreed that it would now be appropriate to investigate the use of Ebulk for the Church.

7e Resources and availability of forms

Adrian Child reported that the Safeguarding Coordinators were concerned that none of our documentation is translated into other languages. Whilst there is a duty in Wales to provide bilingual information it was not clear how multilingual documents could be produced. It was noted that there are over 400 languages spoken in London. **It was agreed that** further information was required in this.

(ACTION: DM)

- 7f Training event for Preliminary Enquiry and Review Panels
 The need to organise this event in 2013 was noted and **it was agreed that** small group would lead on this. **(ACTION: Chair, VB, PH, AC and RA)**
 It was suggested that there may be a role for link members in the review of the work of panel members.
- 7g Information Sharing with the Police
 Valerie Brasse reported on the work undertaken by a sub group of the NCSC. She had received communications from the police (ACPO) and identified 3 areas when the Chief Constable has the power, at his/her discretion, to share information:
- Statutory
 - Power
 - Common Law Powers
- Following a Teleconference of the subgroup a questionnaire had been sent to the Safeguarding Coordinators asking:
- i) Do you have police representation on your safeguarding Commission? Do those representative(s) have the authority to provide information from their force and liaise with other relevant forces to obtain information as appropriate? (This may arise when the subject of an allegation lives within the Commission area but the alleged incident occurred elsewhere).*
- ii) Do you currently have a written information sharing agreement (ISA) with your local police force(s)? If yes, how well has that worked in practice? [Please supply a copy of the ISA]*
- iii) If no, what has been your experience of requesting personal information disclosure from*
- *your local police force(s) following a police investigation*
 - *other police forces.*
- There had been 15 replies. Most have police representation on their Commission or are in the process of recruiting and do not have a problem working with the police. They appear to work well with local relationships. One Commission had indicated that they had an MOU with the police and the group would look at this and report back.
(ACTION; subgroup)
- 7h NCSC Membership- terms of office which expire in 2013
 Members noted the following terms of office which expire in 2013:
 John Arnold – first term expires in July 2013. (A second term may be approved by the CBCEW)
 Phil Dand- first term of office expires in July 2013- the position of the Chair representing Religious Congregations would be clarified as the new structures are implemented.
 Elizabeth Hayes- first term of office expires in November 2013. She would be eligible for a second term.
- 7i Link Member reports
 A written report had been received from Susie Hayward- she had met with Archbishop Smith (Southwark and had also held her first meeting with the Salvatorians.
 Jane Bertelsen had visited Shrewsbury and met with Bishop Davies, the VG and the Safeguarding Coordinator.
 Peter Doyle had visited Hallam and attended their Safeguarding Study Day which was attended by the Bishop of Hallam and the Chair of the Commission.
 Loran Duggan had visited Clifton and met with Bishop Lang and the acting Chair of Commission.
 Valerie Brasse had attended a Commission meeting in Lancaster and had been invited to attend their study day in January. The Chair of Lancaster Commission had

asked if it would be possible for Chairs of Commissions in Dioceses and Religious could attend a meeting of the NCSC. **This was agreed**

Valerie had also been asked by Arundel and Brighton to raise the issue of Covenants of Care (CoC) and what should happen if the subject of a CoC “disappears”. Following discussion **it was agreed that** an overview of CoCs and their impact on workload should be explored. **(ACTION: Chair and AC)**

Declan Lang would be visiting Birmingham on 22nd December.

Aidan Kilty would visit Northampton on the following day.

Peter Houghton had attended an induction meeting for his role in Westminster earlier in the day.

Denise Moultrie had made contact with Wrexham Commission and had attended a pre Audit meeting with the retiring Bishop.

Elizabeth Hayes had attended the pre audit meeting with Brentwood and was due to contact the Diocesan Administrator for Leeds.

Valerie Brasse, as link member for the Armed Forces, asked about a meeting between the Chair and Bishop Moth. The Chair advised members that Bishop Moth was exploring whether the Armed Forces should be linked to a Commission in a Diocese.

John Arnold advised that he would be contacting the Jesuits in January.

7j Pontifical Gregorian University: Annual Conference
Communication and Empowerment: Victims of Child Sexual Abuse
29-31 October 2012

The Chair reported on this conference which he had attended with Adrian Child. The centre is developing an e-learning programme on the management of Child Sexual Abuse in the Church which is being piloted in countries in Africa, all of whom were represented at the conference. It is hoped that the programme will be live in a year's time. Although all European Countries were invited only Germany, Ireland and England and Wales attended.

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

Rose Anderson reported on the response to the invitation for the study day. **It was agreed** that the Bishops of those dioceses not yet represented should be reminded of the invitation. **(ACTION: RA)**

7l Communications Strategy

The Chair welcomed Ian Priston to the meeting for this item. Ian advised members that he works for Coast Communications, providing professional services to Lawyers and Accountants. They deal with high profile cases.

Ian had already issued one press statement on behalf of the Commission.

Ian referred to the 5th draft of the Communications Strategy and the need for further work on this, including a work plan for the coming 12 months.

The Strategy had been produced in order to raise the profile of the NCSC and Ian suggested that the members should decide what they are going to do so that he could incorporate this into a further draft. Members suggested that it could include the following:

- Safeguarding is rooted in gospel values
- Who we should communicate with
- Who we are and what we do
- How the website should be used

There was also discussion about how information could be circulated by newsletter-possibly by including a section in Safeguarding Matters.

It was agreed that in order to progress this a subgroup p should meet to advise Ian Priston and a further draft be presented to the March meeting.

(ACTION: Chair, VB, PH, JA, LD, EH, AC, IP and RA)

Members also asked if they could have a safeguarding email account. **It was agreed that** this would be explored. **(ACTION: RA)**

8 **Any other business**

Conflict of Interest/Confidentiality

Valerie Brasse asked a standing item could be introduced at the beginning of each meeting when members could make a declaration of any interests.

9 **Date and time of meetings in 2013:** 12th March, 11th June, 10th September, 10th December; all will be held in the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ

The Chair welcomed Courtenay Barklem, Human Rights Lawyer who would be advising the Commission points of Law. Courtenay joined the members for lunch.