

**NATIONAL CATHOLIC SAFEGUARDING COMMISSION**

**Minutes of the Meeting held on Tuesday 12<sup>th</sup> March 2013 from 11.00 to 16.00**

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

**Present:**

Danny Sullivan (Chair)  
Jane Bertelsen  
Kevin Caffrey  
Phil Dand  
Peter Doyle  
Lorna Duggan  
Elizabeth Hayes  
Susie Hayward  
Brendan Killeen  
Aidan Kilty  
Denise Moultrie  
John Rogers

**In attendance:**

Adrian Child, Director, CSAS  
Rose Anderson, Secretary, NCSC  
Ian Priston, Coast Communications, for agenda item 4

- 1 **Apologies for absence** were received from Declan Lang, Valerie Brasse, John Arnold and Peter Houghton.
- 2 **The Opening Prayer** was led by Aidan Kilty
- 3 **Members declaration of Interests.**  
Members were unclear about which interests they should declare. **It was agreed that** a note outlining these would be prepared. **(ACTION: Chair and RA)**
- 4 **Communications Strategy**  
The Chair advised members that the subgroup had met twice with Ian Priston, in order to develop the Draft Communications Strategy which had been circulated prior to the meeting. Ian advised that he had taken an earlier version of the strategy and reordered it, changed some content and added an action plan. He advised members that they should decide whether this was to be an internal document or in the public arena. Members asked a number of questions on the content and requested some amendments to the document. **It was agreed that** all comments should be sent to Rose Anderson by 20<sup>th</sup> March. **(ACTION: ALL)**  
The Chair thanked Ian Priston for his assistance with this work.
- 5 **Minutes of the meeting held on 11<sup>th</sup> December 2012**  
The minutes were accepted as a correct record.
- 6 **Matters arising from the minutes of 11th December 2012**
  - 6a. Action List:
    - 4a, *Link Members*. The Chair advised that John Arnold would be the link member for Buckfast Abbey.
    - 4b, *Cumberlege Recommendations*; These had been updated and discussed at the Communications subgroup and had been circulated to all members.
    - 5a, *CSAS Budget*, Adrian Child advised that this had been agreed.
    - 7f, *Training for Preliminary Enquiry and Review Panel members*, A meeting to discuss this had been arranged for April.

7h, *Members Terms of Office*, **It was agreed that** Philip Dand should remain as a member of the NCSC, beginning a second term of membership in July, pending the development of the new Safeguarding Commission Structure  
8, *Covenants of Care*, Adrian Child advised that the workload for managing these was increasing. At the next national meeting of Safeguarding Coordinators the practicalities and the development of draft guidance would be looked at.

6b Other matters arising, not already on the agenda.

4b Integrity in Ministry

Jane Bertelsen reminded members that the Department of Christian Responsibility and Citizenship at the CBCEW had taken this on board, A joint document for religious and diocesan clergy had been produced. However the Bishops had commissioned Mgr O'Toole to re-draft this. The new draft had not yet been circulated to Department members. **It was agreed that** when the new draft is available it should be circulated to members of the NCSC.

**(ACTION: JB)**

7 **Papers/items to be noted**

7a CSAS

i. Budget Adrian Child confirmed that the budget, as submitted, had been rubber stamped.

ii. CSAS Workload Tracker

Adrian Child referred to item no 2 on the workload tracker-Learning Needs Analysis- and the workshops arranged within the provinces for the clergy "Safeguarding as Ministry". Feedback from the first four of these had been good and a major issue had been highlighted, of the effect on the morale of the clergy when safeguarding issues came to the fore.

The fifth workshop, for Wales, had been cancelled by the Welsh Province. **It was agreed that** the Chair would write to the Bishops concerned. **(ACTION: Chair)**

Adrian referred to the Ebulk and advised that he is developing a project plan and costings for this.

Adrian also advised members that the Review of the Audit process was underway. **It was agreed that** the reviewer should have access to the audit feedback from the dioceses. **(ACTION: AC)**

7b NCSC

i. Budget Report

Rose Anderson referred to the budget report which had been circulated prior to the meeting. Final accounts for 2012 had not yet been received but it was anticipated that approximately £3,000 would be carried into 2013.

For 2013 the budget allocation was unchanged at £34,050. Funding for independent PR and media advice would be provided separately from this. Income from the Bishops and CoR study day would also be added to the budget; though this did not fully cover all of the expenditure which would be met from NCSC reserves.

It was noted that the videos used in the study day had been produced by CCN. It was agreed that the Chair should write to James Abbot at CCN to thank him for his work on this. **(ACTION: Chair)**

ii. Website report

Rose Anderson referred to the Website report which had been circulated prior to the meeting. During the previous 12 months there had been 8,243 visits to the website, compared to 8,350 in the previous 12 months. Visits were from all regions of the world.

In the previous 3 months there had been 13 on line contacts, of which 2 were requesting information for research. 4 from one person with information relating to an investigation, 1 from a Safeguarding board and one from a newspaper reporter.

iii. NCSC Terms of Reference( revision 2013)

Members were advised that the Terms of Reference had been finalised and placed on the website.

iv. Annual Report 2012/2013

Members were advised that the launch and press conference would take place on 25<sup>th</sup> July 2013.

- 8 **Papers/items for approval;**
- 8a Appointment of Lay Vice Chair  
The Chair advised members that there had been 2 nominations for Denise Moultrie to be the Lay Vice Chair. Denise was congratulated on her appointment.
- 8b Safeguarding email accounts for members  
Members were referred to the paper which had been circulated prior to the meeting and asked to approve the budget for setting up members' email accounts on the secure server. Following discussion this was approved. **(ACTION: RA)**
- 9 **Items for discussion/debate**
- 9a Working with Survivors of Abuse  
The Chair advised that following the cancellation of the previous meeting it had been scheduled to take place the following week.
- 9b Annual Report 2012/2013  
Members were advised that the methodology for collection of statistical information would be reviewed in the coming months.  
The report for 2012/2013 would present the information in the same way as previously.  
Drafts of the report will be circulated to members for comment.
- 9c Towards Healing  
Adrian Child advised members that the information leaflet for people accused of abuse would soon be ready for distribution. **It was agreed that** the document should be circulated to members. **(ACTION: AC)**  
The "Hurt by Abuse" leaflet had been sent to all dioceses. However two thirds of them had asked, following legal advice for an amendment to the wording. This was still subject to discussion with lawyers. It was hoped that the final wording would be agreed in the next week. **It was agreed that** when the wording is confirmed the revised document should be sent to members as well as Dioceses and Religious Congregations. **(ACTION: AC)**  
The leaflet would also be discussed at the Survivor Group meeting the following week.
- 9d Religious Structures Project  
Adrian Child informed members that the database is now operational and has been shared with the local safeguarding offices. More than 200 of 320 Religious Congregations have now signed the Memorandum of Understanding. The CSAS office was receiving a number of enquiries about this every day.  
The Local Safeguarding offices had begun contacting the Religious Orders aligned to them and were arranging meetings.  
Aidan Kilty advised that within the CoR membership there are still some concerns relating to the financing of this structure.  
Adrian Child advised Religious Congregations which intended forming their own Commissions were being sent a questionnaire about their ability to meet the national standards for Safeguarding Commissions. There were still a number of issues to be resolved.
- 9e Information Sharing with the Police  
A paper from Valerie Brasse had been circulated prior to the meeting. This reported:  
"on the basis of the survey returns received (over 50%) information sharing by the police does not seem to be a problem generally. Having good and regular police representation on the local commissions has clearly aided the flow of information and communication as does involvement with local safeguarding boards"  
The paper recommended that there should be no changes at present, but that Adrian Child be asked to keep the issue alive through his regular regional safeguarding meetings so that the NCSC can monitor the situation. **This was agreed.** **(ACTION: AC)**
- 9f Link Member reports  
Members reported on their attendance at Safeguarding Commission meetings in the dioceses.  
Susie Hayward had met with Archbishop Smith in Southwark. She had also met the Provincial for the Salvatorians the Chair of their Safeguarding Commission.  
Philip Dand would be attending a meeting of Hexham and Newcastle Commission the following day.

Denise Moultrie had had a discussion with Bishop Brignall, Wrexham and had also attended the pre audit meeting in Wrexham and had a discussion with the Safeguarding Coordinator. Kevin Caffrey had attended a meeting in Nottingham and met Bishop McMahon, the Commission Chair and the Coordinator. He would attend the pre audit meeting for Cardiff and had a discussion with Bishop Burns of Menevia.

Aidan Kilty would be attending the pre audit meeting for Northampton the following day.

- 9g Study Day for Bishops, CoR Executive and CoR Safeguarding Committee 5<sup>th</sup> February 2013

Members noted the paper which had been circulated prior to the meeting, outlining attendance and budget for the day. There were 54 people present on the day, including bishops, religious and NCSC members. There was a small shortfall in meeting the costs of the day from the income, but this would be funded from the NCSC budget.

Members suggested topics and possible arrangements for the next study day for Bishops and Religious.

- 9h Translation of documents

Denise Moultrie referred to the paper which had been circulated prior to the meeting.

There was no compunction to translate the NCSC documents into Welsh. However members were interested to know that in some diocese there are up to 40 different languages represented in the congregations. **It was agreed that** Adrian Child should continue this discussion with Safeguarding Coordinators and identify any key areas which may need to be translated into different languages. **(ACTION: AC)**

- 9i Articles published in BASPCAN journal

There was discussion around articles which had been published in the BASPCAN journal, relating to safeguarding in the Catholic Church. **I was agreed that** the Chair should write to the editor of the journal. **(ACTION: Chair)**

- 10 **Any other business**

There were no items raised.

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