

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the Meeting held on Tuesday 11th June 2013 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
Phil Dand
Peter Doyle
Lorna Duggan
Brendan Killeen
Aidan Kilty
Peter Houghton
Declan Lang
John Rogers

In attendance:

Adrian Child, Director, CSAS
Rose Anderson, Secretary, NCSC

- 1 **Apologies for absence** were received from Kevin Caffrey, Elizabeth Hayes, Susie Hayward and Denise Moultrie
- 2 **The Opening Prayer** was led by Jane Bertelsen
- 3 **Members declaration of Interests.**
The chair referred to the paper which had been circulated prior to the meeting. Members agreed with the contents.
It was also agreed that a confidentiality statement be made available for the next meeting and thereafter this would be signed annually by all members. **(ACTION: Chair &RA)**
- 4 **Minutes of the meeting held on 12th March 2013** were accepted as a correct record, subject to an amendment to the list of those present.
- 5 **Matters arising from the minutes of 12th March 2013**
 - 5a. Action List:
 - 5a: *Integrity in Ministry.* Declan Lang advised members that this document was almost complete. Jane Bertelsen confirmed that she would be attending a Department of Christian Responsibility and Citizenship meeting in the near future when this would be discussed.
 - 7a ii: *Safeguarding as Ministry* The Chair confirmed that he had written to the Bishops and a day would now be organised for the clergy in Wales. **(ACTION: Chair & AC)**
 - 9g: *Study Day for Bishops and CoR.* The Chair advised that Fr Paul Ashton, OSA, had spoken at the Anglophone Conference and would be prepared to speak at the next Bishops and CoR Study Day. It was suggested that there should be more time at the next study day for networking between the Bishops and CoR representatives.

The Chair also advised that Fr Bob Oliver, Promoter of Justice at the CDF would be prepared to visit England and give talks to the Bishops, Religious, Trustees and Safeguarding staff. **It was agreed that** this should be arranged. **(ACTION: Chair)**
9j: BASPCAN article. The Chair confirmed that he had written to the editor and as he had no response had written again.

- 5b Other matters arising, not already on the agenda.
9e: Information Sharing. Valerie Brasse informed members of her observation of good practice in relation to this during her visits to Dioceses as link member.

6 Papers/items to be noted

6a CSAS

i. CSAS Workload Tracker

Adrian Child referred to item 5-New Safer Recruitment Practices, and advised members that the new system would come into force from 17th June 2013. There had been only three weeks notice for this and procedures had been re written in this time. Referring to item 7- Ebulk-a briefing paper had been written. **It was agreed that** this should be circulated to members. **(ACTION: AC & RA)**

It was also agreed that there should be regular updates to the NCSC so that Link Members will be aware of the implications for Dioceses and Religious; and that the CBCEW should be involved in the decision making on this project

(ACTION: AC)

ii. Towards Healing- Information Pack for accused

Members noted that an information pack had been made available for people who had been accused.

There was discussion on the information gathering process when an allegation has been received. It was noted that this is not a legal process, but information gathering and is consistent with employment law when an incident is investigated.

iii. Covenant of Care- Good practice guidelines

Members referred to the document which had been circulated prior to the meeting. There was discussion on the processes involved in managing a person who is the subject of a Covenant of Care. It was noted that as more Covenants of Care are introduced the time spent in managing the individuals has increased and presents a resource problem for some dioceses. It was also noted that, although the Covenant of Care is subject to regular review, for some people it could be in place until their death.

6b NCSC

i. Budget Report

Members were referred to the paper which had been circulated prior to the meeting. Rose Anderson advised that the accounts showed a surplus of £14,000 carried forward from 2012. The Chair advised that the reserve funds would be used to finance projects, including the review of Audits and the review of the statistics gathered and published in the annual report and development of a new questionnaire. He also advised that the costs for Fr Bob Oliver's presentations would be met from this reserve.

ii. Website report

Rose Anderson referred to the paper which had been circulated prior to the meeting, showing a constant rate of website viewings, from a range of countries.

She advised members of the number and details of on line contacts to the NCSC.

There was discussion on the new members email system and a request that members be alerted when there is an urgent email on the new system.

Members also asked for access to the new system via their iPads and iPhones.

It was also agreed that the members' only page should be removed from the website.

(ACTION: RA)

- iii. Training Day for Review and Preliminary Enquiry Panels
It was noted that this had been provisionally booked for 18th September and planning of the programme was underway.
- iv. The Tablet – lead article and response
The Chair referred to the article suggesting that there should be a Royal Commission into Safeguarding in the Church. He had replied to the editor and his letter had been published.

7 **Papers/items for approval;**

7a Annual Report 2012/2013

The final draft of the Annual Report had been circulated prior to the meeting. Members discussed a number of points, and suggested minor changes in the text. It was agreed that any further comments should be submitted by the end of the following day. **(ACTION: ALL)**

8 **Items for discussion/debate**

8a Working with Survivors of Abuse

Following discussion it was agreed that the subgroup should consider the strategy for this work. **(ACTION: Subgroup)**

8b Religious Structures Project

Adrian Child updated members on progress with this project. Of the 301 so far 240 congregations would be joining with Safeguarding Commissions in the Dioceses and Memoranda of Understanding were being signed. 10 congregations were setting up their own Commission. Invoices had been sent out to the 301 Congregations and to date 175 had been paid.

Members were advised that meetings were taking place between the Commissions in Dioceses and the Religious Congregations and that the project would be discussed further with the Safeguarding Coordinators at their quarterly meeting the following week.

8c Link Member reports

Valerie Brasse reported on her visit to the Arundel and Brighton Commission. She asked how the Commissions could work together to provide cover for annual leave, sickness etc. Adrian Child advised that Mgr Stock (General Secretary to the CBCEW) had asked him to look at models for this.

There was discussion on the timing of notification to the CDF that there is an allegation. Members were advised that according to Canon Law this should be when there is a “semblance of truth”. The CDF should also be informed of the outcome of the Preliminary Enquiry.

It was agreed that a reminder to this effect should be included in a future newsletter to Commissions and Coordinators. **(ACTION: Chair and AC)**

8d Communications Strategy

The Chair informed members that Ian Priston had left his post at Coast Communications. The Chair was in negotiation with the company regarding their advice in the future. Due to this change some aspects of the Communications Strategy were behind schedule. **It was agreed that** the Communications Subgroup should meet to review the strategy and recommend actions.

(ACTION: Subgroup & RA)

8e Review of the CSAS Audit Programme

A report of this review had been circulated prior to the meeting. Members were encouraged by the outcome and recommendations of the report, highlighting the need to audit action plans and to consider carrying out audits at parish level. There was also discussion on the need to undertake a thematic review on Covenants of Care.

It was agreed that a subgroup should work on the theme of parish audits- taking into account that Portsmouth Commission had begun discussion on this. Lorna Duggan Peter Houghton, Jane Bertelsen and Adrian Child agree to look at this.

(ACTION: Subgroup)

It was noted that the Religious Congregations should also be audited in the future.

There was discussion on the potential problems, in the event of a case, if a Commission had not completed an audit action plan. **It was agreed that** the Chair and John Rogers should discuss this issue. **(ACTION: Chair & JR)**

8f Safeguarding in Independent Schools

Aidan Kilty referred to a paper circulated prior to the meeting. The paper had been produced by CoR concerning the safeguarding responsibilities of Trustees in Independent Catholic Schools. The Chair asked Aidan Kilty to thank CoR for producing the paper and sending it to the NCSC. It was noted that once agreed the paper would become specific guidance under the National Policies. Members were asked to send their comments to Rose Anderson by the end of the following day.

(ACTION: ALL)

8g Anglophone Safeguarding Conference – Report

Members who had attended the Anglophone Safeguarding Conference reported to members.

There had been representation from a wide span of English speaking countries and some good presentations and workshops. There had been good advice on managing offender clerics and the presentation from Fr Bob Oliver had emphasised the need for victims to come forward- even though this may cause tensions for the church

It was agreed that any available papers from the conference should be circulated to all members. **(ACTION: RA)**

10 **Any other business**

There were no matters raised

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