

**NATIONAL CATHOLIC SAFEGUARDING COMMISSION**

**Minutes of the Meeting held on Tuesday 10<sup>th</sup> September 2013 from 11.00 to 16.00**

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

**Part 1**

**Present:**

Jane Bertelsen (Chair for the meeting)  
John Arnold  
Matt Blake  
Valerie Brasse  
Phil Dand  
Peter Doyle  
Lorna Duggan  
Susie Hayward  
Peter Houghton  
Aidan Kilty  
Brendan Killeen  
Denise Moultrie  
John Rogers

**In attendance:**

Adrian Child, Director CSAS  
Carol Parry, National Learning and Development Adviser, CSAS  
Rose Anderson, Secretary, NCSC

- 1 **Apologies for absence** were received from: Danny Sullivan, Declan Lang, Dianne Swiers and Elizabeth Hayes
- 2 **The opening prayer** was led by Jane Bertelsen
- 3 **Members declaration of Interests and statement of Confidentiality**  
Jane Bertelsen referred to the document which had been circulated prior to the meeting and which was based on documents used by the CBCEW. She invited comments from members. Members suggested that there should be a number of alterations in order for the document to suit the work of the NCSC and its members. **It was agreed that** the document be redrafted.  
**(ACTION: PH and DM)**
- 4 **Minutes of the meeting held on 11<sup>th</sup> June 2013**  
Subject to minor amendments the minutes were agreed as a correct record.
- 5 **Matters arising from the minutes of 12<sup>th</sup> March 2013**
  - 5a. Action List:  
*Item 5a: Integrity in Ministry* Peter Doyle informed members that a copy had been circulated to Bishops for their comments to be returned in advance of the November meeting of the Bishops' Conference. Members highlighted the need for the document to include how safeguarding fits into ministry, and should include reference to Cumberlege Recommendations 1 & 2 and the "One Church" approach to safeguarding.  
Members also expressed their concern that the document was intended for diocesan clergy and did not include the Religious. **It was agreed that** Peter Doyle would raise these issues.  
**(ACTION: +PD)**

- 5b Other matters arising, not already on the agenda.  
There were no matters raised.

6 **Papers/items to be noted**

- 6a CSAS
- i. CSAS Workload Tracker  
This was noted by members
  - ii. Ebulk  
Adrian Child advised members that there were some delays with this project
- 6b NCSC
- i. Budget Report  
Rose Anderson referred to the paper circulated prior to the meeting and updated members on the contents.
  - ii. Website report  
Rose Anderson referred to the paper which had been circulated prior to the meeting and advised members on the actions taken to support those people who had contacted the NCSC via the website.
  - iii. Report on Press Conference  
Jane Bertelsen reported to members on the press conference which was held on 25<sup>th</sup> July. There had been no issues resulting from the conference.
  - iv. Training Day for Review and Preliminary Enquiry Panels  
Valerie Brasse advised that this would take place on 18<sup>th</sup> September. Some 20 delegates were expected to attend.
  - v. Arrangements for Fr Bob Oliver's talks in November.  
Jane Bertelsen advised that the Chair would be discussing a possible press release with CCN.  
Rose Anderson advised that the event at Heythrop was fully booked, with a reserve list and that there were 2 places remaining at Hinsley Hall.
  - vi. Arrangements for NCSC away day 9<sup>th</sup> December 2013  
Members were advised that a draft programme would be circulated soon.  
Peter Houghton, who was due to give a presentation advised that he may be unable to do so. Denise Moultrie agreed to take his place. **(ACTION: DM)**
  - vii. Annual Report and Statistics  
Adrian Child advised members that he had recently met with Stephen Bullivant (St Mary's College, Twickenham) and that he would be carrying out an analysis and looking at trends over the last ten years. He will also consider whether there are alternative methods of collecting the data. Any new system would not be ready for the collection of data for 2013. Members then discussed the need for continuity of data collection and agreed that for 2013 the basic data should be collected, including allegations and Covenants of Care.  
Members were also concerned that any analysis of data should be carried out using correct statistical methods. **It was agreed that** this should be discussed at the next CSAS Management Group. **(ACTION: Chair, JB, AC)**

7 **Papers/items for approval;**

- 7a Dates of meetings in 2014  
**These were agreed** as: 11<sup>th</sup> March, 10<sup>th</sup> June, 9<sup>th</sup> September and 9<sup>th</sup> December.  
Venue to be confirmed. **(ACTION: All to note. RA to arrange venues)**

8 **Items for discussion/debate**

- 8a Working with Survivors of Abuse  
There had been no further meetings with the Survivor organisations
- 8b Religious Structures Project -update  
Adrian Child that of the 317 Religious Congregations on the database 260 had now signed the agreement. He advised that there are 7,000 individuals within the listed Congregations. He also advised that the system was scheduled for reviewed in April

and additional funding would be required for this. **It was agreed that** Rose Anderson would discuss this with the Chair. **(ACTION: RA & Chair)**

8c Link Member reports

Jane Bertelsen advised that she would be visiting Middlesbrough and Shrewsbury Commissions later in the month.  
It was noted that following the resignation of Kevin Caffrey there were vacancies for link members with Cardiff and Nottingham Commissions. Lorna Duggan agreed to become the link member for Cardiff and Susie Hayward for Nottingham.

**(ACTION: LD/SH)**

8d Communications Strategy

This item was deferred to the December meeting **(ACTION: RA)**

8e Parish Audit Project

Members noted the notes of the subgroup meeting held in August  
Lorna Duggan reported that the pilot would commence in Portsmouth and be evaluated by the end of the year. The subgroup would meet again before the December meeting

8f Pilot Training Evaluation

Carol Parry referred to her report which had been circulated prior to the meeting. Members considered the actions needed to progress the training and considered the following:

- placing training programmes on a website and the costs of these
- the commitment required of parish representatives and volunteers
- training the trainers

**It was agreed that** the training website be set up. **(ACTION: AC&CP)**

**It was also agreed that** a briefing paper should be sent to the Standing Committee of Bishops in order to inform them of the requirements for training and the implications for the Dioceses. **(ACTION: CP& Chair)**

8g Safeguarding as Ministry-Provincial events

Carol Parry referred to the report circulated prior to the meeting and the positive outcomes of these meetings.  
Members suggested that the report be sent to the Bishops in the form of a booklet or leaflet and **this was agreed.** **(ACTION: CP/Chair)**

10 **Any other business**

There were no items raised.

11 **Date and time of next meeting :** 10<sup>th</sup> December to be held in the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ