

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the Meeting held on Tuesday 10th December 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
Matt Blake
Valerie Brasse
Philip Dand
Peter Doyle
Lorna Duggan
Susie Hayward
Peter Houghton
Brendan Killeen
Aidan Kilty
Declan Lang
Denise Moultrie
John Rogers
Dianne Swiers

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

1 **Apologies for absence** were received from John Arnold.

2 **Opening Prayer** was led by the Chair.

The Chair welcomed Dianne Swiers to her first meeting.

3 **Members declaration of Interests and statement of Confidentiality**

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

Following discussion **it was agreed that** an additional clause should be added concerning paramouncy. Following this the paper would be circulated for members to sign.

(ACTION: DM & RA)

4 **Minutes of the meeting held on 10th September 2013**

These were accepted as a correct record.

5 **Matters arising from the minutes of 10th September 2013**

5a. Action List:

Integrity in Ministry. It was noted that this document is being redrafted for the Bishops' Conference.

Members' away day 9th December 2013 The Chair reported that there had been good input and quality discussion. The notes will be written up and circulated.

(ACTION: RA)

5b Other matters arising, not already on the agenda.

There were no further matters arising.

6 **Papers/items to be noted**

6a CSAS

i. CSAS Workload Tracker

The paper circulated prior to the meeting was noted.

A paper outlining the business plan for CSAS was tabled. Members were advised that this did not take into account the possible change in location of CSAS. It was noted that the conference originally planned for 2014 had been postponed.

It was agreed that members would send their comments to Adrian Child by 31st December. **(ACTION: ALL)**

It was also agreed that the business plan should be reviewed in 6 months. **(ACTION: ALL)**

ii. Ebulk

Adrian Child informed members that he had reported the proposals to the Financial Secretaries Conference. Two thirds of the members were in favour of the proposals. They had proposed setting up a working group of Financial Secretaries, Mgr Marcus Stock and 2 Commission Chairs. Subsequently they had been made aware of a new IT system in use in Portsmouth and Plymouth which could join Ebulk. This was now being included in the working group. Depending on the recommendations of the working group there would be no reason to delay the implementation of Ebulk.

6b NCSC

i. Budget Report

Members noted the content of the budget report which had been circulated prior to the meeting. It was noted that the NCSC expenditure was on schedule to be in budget for the year.

ii. Website report

Members noted the contents of the website report circulated prior to the meeting. The Chair reminded members that in addition to online contacts, which included disclosures, there were a number of direct contacts via the NCSC phone line, which involved the secretary in receiving disclosures. These were always passed on to the relevant person for further action.

iii. Training Day for Review and Preliminary Enquiry Panels

Valerie Brasse reported that the training day had been successful, with a good turnout and good feedback. Previously training days had been provided separately for the different panels. This day had brought together both panels with Commissions and Safeguarding Coordinators.

Some interesting points had been highlighted:

- Not all allegations resulted in a Preliminary Enquiry
- Should allegations against volunteers be dealt with in the same way as allegations against clergy? There may be a need for a slightly different procedure.
- Further work is needed on the conduct of the Panel Hearing, including the roles of the individuals involved and what should be said.

It was agreed that further work should address these points. **(ACTION VB & AC)**

iv. Annual Report and Statistics

The Chair advised members that he, Adrian Child and Sally Robinson had met with Dr Stephen Bullivant who is reviewing the statistics from the last 10 years. Dr Bullivant will attend the March meeting to present his findings and these will be incorporated into the Annual Report for 2013/2014

v. Visit of Fr Bob Oliver, Promoter of Justice, CDF.

Members who had attended the study days with Fr Oliver commented that they had found the presentation interesting, positive and open.

Members then discussed issues of Recognition and Canonical process.

Members also noted the announcement that there will be a Safeguarding Body set up by the Vatican.

7 **Items for discussion/debate**

7a Working with Survivors of Abuse

The Chair advised that Fr Oliver had met with Survivors and representatives of Survivor Groups during his visit.

The Chair advised members that he had asked Denise Moultrie to lead on the work with Survivors of Abuse. **(ACTION: DM)**

7b Religious Structures Project

Adrian Child gave an update on progress with this project. More Religious Congregations had come to light. 20-30 Congregations had not completed the process.

He advised that Safeguarding Commissions in the Dioceses are welcoming Religious onto the Commissions and relationships are beginning to develop.

Adrian informed members that he would be meeting with the CoR Safeguarding Advisory Committee to commence the 1 year review of the project from April 2014.

Members were advised that in some Congregations the membership was diminishing and it may be necessary to review the funding arrangements for them.

Adrian advised members that the Religious Orders had undertaken a past cases review at the same time as the Dioceses – in 2006) and they had to confirm this when aligning to the Commissions in the Dioceses.

7c Parish Audit Project

Lorna Duggan led the discussion and advised members that the pilot audit was ongoing in Portsmouth Dioceses. There had been some changes to the audit and some interesting outcomes which will require action.

Jane Bertelsen advised that Shrewsbury had carries out a Parish Audit and **it was agreed** that a copy of this should be sent to Adrian Child) for the subgroup.

(ACTION: JB)

Lorna advised that there would be a further meeting in Portsmouth in January and a draft report would be available for the March meeting. **(ACTION: LD & AC)**

There was further discussion on the need for Parish Priests and Parish Pastoral Councils to be more aware of and involved in Safeguarding.

7d Safeguarding Line Management- Job Description

Adrian Child advised members that the issue of who manages the safeguarding coordinators had been discussion at a number of Coordinators meetings. There is no clarity on this as some are managed by the Chair of the commission, others by the Vicar General and others are employed via other agencies and therefore managed by them. **It was agreed that** a set of guidance principle be drawn up and presented to a future NCSC meeting. **(ACTION: BK & AC)**

7e Members terms of office

The Chair referred to the paper which had been circulated prior to the meeting. He advised members that Elizabeth Hayes had decided not to undertake a second term of office. There would be a number of changes in July 2014 when members who had completed 2 terms of office would retire form the NCSC. **It was agreed that** the Chair would liaise with Mgr Stock concerning new Bishop members, Aidan Kilty and Jane Bertelsen would liaise with CoR concerning new Religious members and the Chair and Rose Anderson would arrange recruitment of new lay members.

(ACTION: Chair; AK; JB; RA)

- 7f Link Members reports/link member vacancies
Jane Bertelsen reported on her visits to Portsmouth, Middlesbrough and Shrewsbury
Susie Hayward reported on her visits to Southwark. She advised that the safeguarding staff are now moving to their new premises. She advised that she would be meeting with the new chair of the Salvatorian Commission prior to attending their next meeting. She confirmed that she would liaise with Nottingham in the New Year.
Peter Houghton reported that he was continuing to work with Westminster on a number of issues, including the recruitment of a new chair and organising an external audit of the commission's work.
Lorna Duggan reported that she had met with the new chair of Clifton Commission and would be meeting the Archbishop of Cardiff in January.
Declan Lang reported that he would be meeting with the Archbishop of Birmingham later in the week.
Denise Moultrie reported that she would be arranging to meet the new coordinator in Menevia.
Matt Blake had visited Liverpool and Salford.

The Chair reminded members that Valerie Brasse had been link member for 2 dioceses and for the Armed Forces and as this was her last meeting new link members would be required. In addition there were other vacancies to be filled.

The following new link members **were agreed:**

Lancaster: Philip Dand
Arundel and Brighton: to be confirmed
Brentwood: Brendan Killeen
SCOE: to be confirmed
Sisters of Mercy: Dianne Swiers
Leeds: Dianne Swiers

The Chair thanked all members for their work with the commissions in the dioceses and the religious commissions. Members were reminded that the same standards apply to both Religious Commissions and commissions in the dioceses.

- 7g Anglophone Conference 2014 –Nominations
Members were advised that the conference would take place in Rome for 7th to 11th July 2014. The following nominations **were agreed: the Chair; one of the new Bishop members and Denise Moultrie. The reserve nomination was agreed as Philip Dand.**
- 7h Communications Strategy
The Chair advised members that he had arranged to meet with Coast Communications in the New Year and that he had asked Dianne Swiers to lead this work with the existing Communications Subgroup.
(ACTION: D Swiers, RA and subgroup)

8 **Any other business**

Valerie Brasse

On behalf of the Commission, Jane Bertelsen thanked Valerie for her enormous contribution to the Church's work on safeguarding and referred to her role within the Cumberlege Commission and as a member of the NCSC since its inception. A presentation was made to Valerie.

- 9 **Date and time of meetings in 2014 :** 11th March, 9th September and 9th December to be held in the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ. 10th June to be held at 39 Eccleston Square, London SW1v 1BX