

**NATIONAL CATHOLIC SAFEGUARDING COMMISSION**  
**Minutes of the Meeting held on Tuesday 11<sup>th</sup> March 2014 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  
Philip Dand  
Lorna Duggan  
Brendan Killeen  
Aidan Kilty  
Denise Moultrie  
John Rogers  
Dianne Swiers

**In attendance:** Adrian Child, Director, CSAS  
Rose Anderson, Secretary, NCSC  
Dr Stephen Bullivant for item 4

1 **Apologies for absence** Danny Sullivan, Declan Lang, Peter Doyle, Peter Houghton and Susie Hayward.

2 **Opening Prayer.** This was led by Matt Blake.

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

The final version of this document had been circulated prior to the meeting and members were asked to send their signed copies to the Secretary. **(ACTION: ALL)**

4 **Annual Report**

i. Review of data 2003 - 2012

Dr Bullivant had undertaken an extensive review of the data collected over the period of 2003 – 2012 and following discussion **it was agreed that:**

- A presentation of the review of data should be made to the Bishops' Conference meeting in May **(ACTION: Chair/AC/Dr Bullivant)**
- The review of data be published in the Annual Report 2013/2014 in July. **(ACTION: Chair/AC)**

Dr Bullivant was thanked for his work and left the meeting.

ii. Timeline and Printing costs

Members reviewed the timeline for the production of the annual report. **It was agreed that** draft one be sent to all members for comment. **(ACTION: RA/CSAS)**

Members also noted the quotation for the production of the report and the costs **were agreed.**

5 **Minutes of the meeting held on 10<sup>th</sup> December 2013**

The minutes of the meeting were accepted subject to the addition of Lorna Duggan as present at the meeting **(ACTION: RA)**

6 **Matters arising from the minutes of 10<sup>th</sup> December 2013**

6a. Action List:

*Item 5a: Integrity in Ministry:* There had been no further action.

*Item 7c: Parish Audit:* The Shrewsbury Audit had not been received.

*Item 7h: Communications Strategy;* The meeting with Coast Communications had been rearranged.

*Item 8e: Members Terms of Office:* Aidan Kilty advised members that the Conference of Religious had named Brother James Boner as the replacement member for Matt Blake. As yet there was no announcement concerning the replacement for Jane Bertelsen. It was noted that Peter Houghton had recently been appointed as Chair of the Safeguarding Commission in Westminster. AS Peter was originally appointed tot he NCSC As a Lay Member Members suggested that an additional lay member be appointed. **(ACTION: Chair and Vice Chairs)**

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

There were no matters arising.

7 **Papers/items to be noted**

7a CSAS

CSAS Workload Tracker

Adrian Child advised members that the Seminary Curriculum for Safeguarding, which had been commissioned by the Seminary Rectors and the NCSC, was in its final draft and ready for the NCSC to present to the Rectors.

**It was agreed that** the Chair and vice chairs should arrange to meet with the Rectors **(ACTION Chair/AC/RA)**

**It was proposed** that John Arnold should join the meeting with the Rectors.

Jane Bertelsen stressed the importance, in the light of a One Church approach, that this curriculum be adopted and adapted for Religious Formation Programmes. The Religious Safeguarding Group will take this forward.

There was discussion on the need for input from various sources and noted that there would still be a need for the Seminarians to understand the role of the Safeguarding Coordinator.

Ebulk

Adrian Child advised members that the introduction of Ebulk was still of merit, but that there were two additional software systems which would complement this - CASE (management of casework data) and SafeSys (management of communications and volunteers). Each would require input and training to Parish level and he proposed that the 3 systems be introduced together. He advised that agreement in principle had been given for the funding of Ebulk. There had been a presentation of the systems the day before at Eccleston Square and Adrian would be meeting with the Financial Secretaries in the next 2 weeks to discuss the importance of these systems. He suggested that the introduction of the systems could be at the end of the year and that this would fit into the work plan and relocation of CSAS. This would also be raised at Bishops Conference It was agreed that the project plan be circulated to members. **(ACTION: RA/AC)**

7b NCSC

i. Budget Report

Members noted the budget report which had been circulated prior to the meeting.

It was agreed that the inclusion of an honorarium in the NCSC accounts should be looked into. **(ACTION: Chair/RA)**

- ii. Website report  
Members noted the website report which had been circulated prior to the meeting. There had been an increase in web traffic in the preceding 3 months compared to previous reports.  
Members also noted the content of the various “online contacts”

## 8 **Items for discussion/debate**

### 8a Working with Survivors of Abuse

The Chair had asked Denise Moultrie to lead the subgroup and consider the way forward. Denise had produced a paper for the subgroup to consider. **It was agreed that the subgroup should consider the paper and the proposals be discussed at the next NCSC meeting.** **(ACTION: DM & subgroup)**

### 8b Religious Structures Project -update

Adrian Child informed members that a questionnaire had been sent to the Religious Safeguarding Representatives for their views on the new structure after the first 12 months. A copy of the questionnaire had been sent to the Safeguarding Coordinators and Chairs of Commissions. The results would be collated at the end of the month.

Adrian advised that invoices for year 2 would be sent out in the immediate future. There was discussion about the fee and that CoR did not appear to have reduced their fees in light of the changes in structures. **It was agreed that Aidan Kilty should look into this.**

**(ACTION: AK)**

### 8c Parish Audit Project

Lorna Duggan advised members that this work had been delayed as Portsmouth was installing the SafeSys. Once the system is working the parish project would continue and she would report to a future meeting.

### 8d Safeguarding Line Management- Job Description

Adrian Child advised members that he had discussed this with Brendan Killen and proposed that a small working group be set up. **This was agreed.** **(ACTION: BK/AC)**

### 8e Members terms of office

The Chair advised that Matt Blake was attending his last meeting. It had been noted earlier in the meeting that CoR had appointed Brother James Boner as his replacement on the NCSC. IT was noted that Jane Bertelsen, Peter Doyle, Susie Hayward and

Declan Lang would be attending their last meetings in June. CoR would appoint a replacement for Jane Bertelsen and the Bishops' Conference would appoint replacements for Peter Doyle and Declan Lang. The Lay member vacancies had been advertised and interviews arranged.

### 8f Link Members

#### i. Reports

- Lancaster Commission. Philip Dand advised that there had been appointments to the position of Chair and Safeguarding Coordinator and that most of the Commission members were newly appointed. The Commission was dealing with a complex situation at present.
- Jesuit Commission. John Arnold advised that the composition of the Commission met the standards and that the Chair- Kevin Barry - was looking at how the work could be developed within the Society.
- Menevia and Wrexham Commissions. Denise Moultrie informed members that she had arranged meeting with both Commissions.
- Cardiff. Lorna Duggan had met with the Archbishop and the Commission Chair..
- Shrewsbury. Jane Bertelsen informed members that she had not yet had a discussion with the new Chair of the Commission. Adrian advised that the review of the Shrewsbury Audit was due later in the month.

#### ii. Link member vacancies

There were a number of link member vacancies and more would occur after the June meeting. **It was agreed that** discussion on the replacement link members be deferred until the appointment of new members.

- 8g Anglophone Conference 2014  
Members were advised that the conference would be held in July and that places had been reserved for the Chair and for Denise Moultrie.
- 8h Communications Strategy  
This had been discussed earlier in the meeting.
- 8i Learning Briefing paper for Bishops' Conference  
Adrian Child tabled a paper which it was proposed should be submitted to the Bishops' Conference. He advised members that the paper had been reviewed by the Chair and Dianne Swiers and that they had attended a presentation given by companies who deliver computer based learning packages.  
The system involved a two tier delivery and was based on a "train the trainers" programme. It was suggested that the costs of delivery should be included in the paper so that the dioceses could be aware of the financial implications. Dianne advised that some dioceses are already ahead with the training and are well resourced, whilst others are less well resourced and therefore the cost will depend on what they are currently doing.  
**It was agreed that** with the addition of budget information the paper should be submitted to the Bishops' Conference. **(ACTION: AC)**

9 **Any other business**

Matt Blake: On behalf of the Commission Jane Bertelsen thanked Matt for his constant support and advice on behalf of safeguarding and a presentation was made.

There were no further items raised

- 10 **Date and time of meetings in 2014 :**  
10<sup>th</sup> June to be held at 39 Eccleston Square, London SW1V 1BX  
9<sup>th</sup> September and 9<sup>th</sup> December to be held in the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ.