

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 10th June 2014 from 11.00 to 16.00
At: St George's Room, 39 Eccleston Square, London SW1v 1BX

Part 1

Present: Danny Sullivan (Chair)
John Arnold
Jane Bertelsen
James Boner
Phil Dand
Peter Doyle
Lorna Duggan
Susie Hayward
Peter Houghton
Brendan Killeen
Aidan Kilty
Declan Lang
Denise Moultrie
Christopher Pearson
John Rogers
Dianne Swiers

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

1 Welcome to new members:

The Chair welcomed two new members, Brother James Boner and Mr. Chris Pearson, to the meeting and all members introduced themselves.

Apologies for absence: there were no apologies received

2 The opening Prayer was led by Declan Lang.

3 Members declaration of Interests and statement of Confidentiality

There were no declarations from members.

4 Minutes of the meeting held on 11th March 2014

These were accepted as a correct record, subject to the following amendments:

Page 2, item 7a- Ebulk: correction of spelling of SafeSys.

Page 3, item 8c- Parish Audit Project: should read "Portsmouth was putting their records onto SafeSys..."

Page 3 item 8f- Link Member Reports- Menevia: should read "Lorna Duggan had met with Archbishop Stack and the Commission Chair" **(ACTION: RA)**

5 Matters arising from the minutes of 11th March 2014

5a. Action List:

Item 4; Annual Report. The Chair reported that the presentation to the Bishops' Conference meeting had gone well. The Bishops had engaged in the discussion and there had been a good level of questioning. John Arnold added that the inclusion of the review of ten years of data had been welcomed. Adrian Child advised member that the absence of information on victims and survivors had been highlighted and

this would be included in future reports. It was suggested that this be acknowledged in the 2013/2014 report and **this was agreed.** (ACTION: AC)

There was further discussion on the collection of data in the future and that this would be enhanced by the use of a national database.

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

Item 8b: Religious Structure project. Aidan Kilty advised members that he had asked Richard Yeo to look into the fees charged to CoR members, which should have had a reduction following the separation of the Safeguarding Fees. The initial response had been that CoR had decided not to reduce the fees because their own increased costs. Adrian Child advised members that CoR had given an undertaking that their fees would reduce to offset the cost of safeguarding fees. He had received a number of comments from CoR members about this.

6 **Papers/items to be noted**

6a CSAS

i. CSAS Workload Tracker

Adrian Child advised members that the proposed training event with Wrexham and Menevia was outstanding. A one day event had been delivered in Cardiff and Adrian proposed the same for Wrexham and Menevia. Denise Moultrie advised that she would be attending the Wrexham Commission meeting on 24th June.

Adrian advised members that he had attended a meeting with NOMS and the Prison Service and they would like to progress the work. Discussion followed on the value of working with the prison service and the use of Covenants of Care. There was a resource impact of people being discharged from prison and the management of their Covenant of Care- however for these people to be discharged without one was not acceptable. It was suggested that a thematic review of Covenants of Care could be undertaken; however it was noted that it would be impossible to predict the potential future workload for the dioceses. Adrian advised that a number of Safeguarding Coordinators already have good contacts with the prison service and prison chaplains. Adrian advised that the issues had been discussed at the Safeguarding Coordinators and Chairs meetings. **It was suggested and agreed that** there should be a system for briefing Bishops, Trustees and Chairs on these issues and that the Communication group should look at this. (ACTION: Comms group)

The Chair advised that he had met with the Seminary Rectors concerning their safeguarding curriculum. The seminary safeguarding representatives had already briefed the Rectors and they all supported the introduction of the Curriculum. They had however asked for the Bishops' Conference to give their approval. IT was noted that once approved by the Bishops the curriculum should be presented to CoR for introduction in the Formation Houses.

Adrian also referred to the annual report for 2014/2015 and advised that the work to collect the data would commence in September. **It was agreed that** data be collected about victims and survivors for the report. (ACTION: AC)

Adrian also advised that external support for the Ordinariate had started.

ii. **Business Plan**

Adrian advised that due to the planned move of CSAS to London it may be necessary to postpone some items from the proposed plan, including the audit of Independent (Religious) Commissions and Parish Audit. There was discussion on

alternative methods of undertaking the audit of the Independent Commissions and it was agreed to hold a teleconference to take this further.

(ACTION: Chair/DSw/DM/PH/AC/RA)

Dianne Swiers requested an update on the E-learning programme. Adrian advised that the 2 systems were still being tested and the Chair advised members that full funding for the next 3 years had been granted.

6b NCSC

i. Budget Report

Rose Anderson referred to the paper which had been circulated prior to the meeting. She advised members that the changes in the presentation of some items on the accounts were the result of changes in the Charity Commission regulations with a new Statement of Recommended Practice (SORP).

The report was noted.

Members were also asked to approve new signatories for authorization of expenditure, due to the retirement of Declan Lang and Jane Bertelsen. **It was agreed that** the Chair and Denise Moultrie should become signatories in addition to Rose Anderson.

(ACTION: RA)

ii. Website report

Members noted the report which had been circulated prior to the meeting and which included details of the on line and telephone contacts

7 **Items for discussion/debate**

7a Working with Survivors of Abuse

Denise Moultrie led the discussion and referred to the paper which had been circulated prior to the meeting. She advised members that the proposals were the result of discussions within the subgroup and with Carol Parry (CSAS). The proposal was for a structured engagement with victims and survivors of abuse - as separate body - to advise the NCSC. This could include individuals, organisations and professionals involved in working with Victims and Survivors. The group should also link with the Communications subgroup. There would have to be agreement on the Terms of Reference, how to recruit to the group etc., and in order to facilitate this it was proposed that a Task and Finish group be set up, facilitated by Carol Parry with Denise Moultrie in attendance. **It was agreed that** the proposals be accepted.

(ACTION: DM)

Declan Lang advised that the Chair of the Clifton Commission was involved in a charity that works with survivors and **he agreed to** forward contact details to Denise Moultrie.

(ACTION: DL)

Dianne Swiers suggested that the proposals should be included in the annual report as a work item for next year. **This was agreed.**

(ACTION: AC)

7b Religious Structures Project –analysis of questionnaire.

Adrian referred members to appendix 5 in the Draft Annual Report . He advised that included in the project was a plan to carry out a review after 12 months. A questionnaire had been sent out to the Religious and to Safeguarding Coordinators. 50 % of the Religious had replied and 17 of 22 Coordinators had replied. He advised that on the whole most respondents were satisfied with the closer cooperation though there is more work to be done on communications between the Commissions and the Religious. Despite concerns about the funding arrangements prior to the commencement of the project most respondents could not suggest a better way to implement this. Adrian suggested that another follow up review in 12 months would be helpful

- 7c Communications Strategy
Dianne Swiers referred to the papers which had been circulated prior to the meeting. She advised that she would be managing the Communications group as a “ virtual group” rather than holding meetings she would email papers for comment. She advised that she had met with Alison Baldwin from Coast Communications and they had reviewed the Communications Strategy and looked at the website. It was suggested that:
- The Communications Strategy be updated
 - Alison would work with in her organisation to draft a template for Safeguarding Representatives which would be displayed in the parishes
 - Work was required on the website to improve the corporate image
 - A leaflet highlighting the major points from the annual report should be developed
 - A leaflet be produced for the statutory agencies outlining the safeguarding work of the Church and the local commissions
- Dianne also advised that Alison was now working on the launch of the annual report and arranging media interviews
Due to changes in the membership of the NCSC the Communications was in need of new members and **it was agreed that** members contact Dianne if they wished to join the group. **(ACTION: ALL)**
- 7d Safeguarding Structure- revised diagram
Jane Bertelsen informed members that due to the alignment of the Religious Congregations with Safeguarding Commissions in the diocese the organisational structure required amendment. A suggested structure had been circulated prior to the meeting. However it was noted that Adrian Child had developed a diagram with the new relationships and **it was agreed** that this should be circulated to members for comment and agreement. **(ACTION: AC/ALL)**
It was noted and agreed that further work is needed on management structures and accountability. **(ACTION: Chair)**
- 7e IT Development project
Adrian Child referred to the paper which had been circulated prior to the meeting and updated members with progress on the project. He advised that agreement had been reached on the delivery partner for Ebulk. This would be G B Group. This would be piloted in Plymouth
He also advised that 6 dioceses were early adopters of SafeSys, Case and Ebulk and the developer had met with another 2 dioceses. IT was hoped that the benefits could be demonstrated by early October. Lorna Duggan asked how corporate governance for the project would be demonstrated and was advised that there is a corporate board comprising CBCEW, CoR, the NCSC and Financial Secretaries. Adrian also advised that the Safesys was being funded by the dioceses and that once Ebulk was installed there should be savings on the previous system. He advised that the set up costs for SafeSys were in the region of £25,000 and annual costs were £3,000. He also advised that Arundel and Brighton were developing their own system.
- 7f **CSAS Relocation Project Plan**
Adrian Child advised that the relocation project had begun with the appointment of the Office Manager- Jo Utteridge- and the Administrative Assistant- Frankie Thomas. They will both be spending time in the CSAS offices as part of their induction. Jane Bertelsen reminded members that Adrian, Carol Parry and Claire Saltmarshe had worked hard to ensure that the project runs smoothly.
- 7g Annual Report 2013/2014 2nd Draft

Members had received the final draft of the Annual Report for 2013/2014 in advance of the meeting. Subject to additions discussed earlier in the meeting and minor amendments the report was accepted. The amendments should include clarification to sections on pages 10/11 and that "John Jay" should be referenced.

(ACTION: RA/AC)

7h Parish Audit Project

Lorna Duggan advised members that she hoped to bring a report to the next meeting regarding SafeSys.

(ACTION: LD)

7i Members terms of office – new members to join in July

The membership list was noted

7j Link Members

i. Reports

Southwark and the Salvatorians.

Susie Hayward advised that she was awaiting final reports from both Commissions and would send to Rose Anderson when she received them

(ACTION: SH)

Wrexham

Denise Moultrie advised that she would be attending the Wrexham Commission meeting on 24th June.

Northampton

Aidan Kilty had met with the Cahir and Safeguarding Coordinator and a final report was awaited. He would forward this to Rose Anderson.

(ACTION: AK)

Sisters of Mercy

Dianne Swiers reported that she would be meeting with the Commission later in the week.

Leeds

Dianne Swiers advised that she would be meeting with the Leeds Commission in the near future.

Cardiff

Lorna Duggan advised that she would be meeting with the Cardiff Commission in the near future.

ii. Link member vacancies

Due to the retirement of several commission Members there were a number of vacancies for Link Members. It was agreed that this would be addressed at the next meeting.

(ACTION: RA)

7k Anglophone Conference 2014

The Chair advised members that Denise Moultrie was no longer able to attend the conference and that Dianne Swiers would be attending in her place. As there was no bishop free to attend the conference **it was agreed that** Phil Dand should take that place.

(ACTION: RA/DPDand)

8 **Any other business**

a. Cost of printing annual report

Members were advised that due to the increased size of the report, compared to previous years, the cost of printing it had increased. **The increased expenditure was approved.**

(ACTION: RA)

b. Thank you to Retiring Members

On behalf of the Commission, the Chair gave a vote of thanks to Aidan Kilty, Susie Hayward, Jane Bertelsen, Declan Lang and Peter Doyle as they were retiring after the meeting. He thanked them for their commitment, dedication and energy in their work as members of the NCSC. A presentation was then made.

- 9 **Date and time of meetings in 2014 :** 9th September and 9th December to be held in the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ.