

**NATIONAL CATHOLIC SAFEGUARDING COMMISSION**

**Minutes of the meeting held on Tuesday 9<sup>th</sup> September 2014 from 11.00 to 16.00**

**At: The Lower Library, Archbishop's House, Ambrosden Ave, Westminster, SW1P 1QJ**

**Part 1**

**Present:** Danny Sullivan, Chair  
John Arnold  
James Boner  
Kieran Conry  
Philip Dand  
Lorna Duggan  
Peter Houghton  
Raymunda Jordan  
Brendan Killeen  
Philomena McCluskey  
Denise Moultrie  
Rachel O'Driscoll  
Chris Pearson  
John Rogers  
Dianne Swiers

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

**1 Welcome to new members:**

The Chair welcomed three new members to the meeting, Bishop Kieran Conry, Sr Raymunda Jordan and Rachel O'Driscoll. He advised that Raymunda would be the new vice chair representing the Conference of Religious.

**Apologies for absence** were received from Bishop Mark Davies- also a new member.

**2 The Opening Prayer** was led by Kieran Conry.

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

New members were reminded that they should complete the relevant document and forward to the Secretary.

**4 Minutes of the meeting held on 10<sup>th</sup> June 2014.**

These were accepted as a correct record.

**5 Matters arising from the minutes of 11<sup>th</sup> March 2014**

**5a. Action List:**

*Item 6a-System for briefing Bishops and others.*

**It was agreed that** the Chair would produce a newsletter for circulation to Bishops, Religious Leaders and Safeguarding Personnel. **(ACTION: Chair)**

*Item 6a- Annual Report*

Adrian Child reminded members that the lead in time for the annual report is 12 months and therefore work was commencing on the report for 2014/2015. He added that the new data set would not be ready for use until the 2015/2016 report.

*Item 6a- Religious Commissions*

Adrian Child advised members that eh would be auditing Buckfast Abbey later in the week.

It was agreed that a copy of the audit tool should be circulated to all members.

**(ACTION: AC& RA)**

*Item 7d Management Structures*

**It was agreed that** the Chair would invite members to join him to look at this issue.

**(ACTION: Chair)**

- 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

Adrian Child referred members to **page 1 item 4- Responses to Survivors.**

He had positive discussion with one organisation about its capacity and willingness to work with the NCSC and CSAS.

The Chair informed members that the meetings of the Pastoral Support for Survivors working group were going well and there was support for the potential for the Hallam Project to be a national project with a facilitating partner. He added that there was some initial funding to support this.

Discussion followed on the need for the Members to increase their understanding of the journey of people who are victims of abuse. It was agreed that this should be included in a future meeting.

**(ACTION: Chair & RA)**

Adrian Child referred to **page 1- item 5, National IT Approach- eBulk.**

He advised members that two thirds of the information required by the Ministry of Justice has been completed and the system has to be tested through DBS. The anticipated date for going live would be the end of November. Adrian suggested that the system be used for three months before the full roll out at Easter 2015.

Referring to SafeSys and Case Adrian advised that some of the Financial Secretaries support its development, but there are still a number who are not sure. Some of the Dioceses are developing there own systems He advised that where dioceses are not adopting Case they have to demonstrate that their system can produce the data that is required.

Members noted that the availability of data would be important in the event of being called to give evidence at the Public Inquiry into Abuse.

Referring to **page 2, -item 1-the Parish Pack**, Adrian advised members that the final working draft had been completed and would be discussed at the Safeguarding Coordinators' meeting the following week. The cost of the electronic version for use in the dioceses had been calculated at approximately £80.00 (per diocese)

There was discussion about the various IT projects and the need to encourage all of the dioceses to adopt them. It was agreed that the Chair should attend the Financial Secretaries conference to apprise them of the benefits of the systems.

**(ACTION: Chair & AC)**

ii. Business Plan

The Business Plan was noted

iii. CSAS Budget

Adrian Child referred members to the papers showing the operational and staffing budgets and reminded members that the budget has to be approved by the NCSC. **Subject to clarification on the proposed salary for the new Director of CSAS the budget was approved. It was agreed that the Chair should seek clarification on the salary.**

**(ACTION: Chair)**

6b NCSC

i. Budget Report

Rose Anderson referred members to the budget report which had been circulated prior to the meeting. Following discussion on the budget allocation and the use of the reserves **it was agreed that** the budget be presented showing separate

expenditure against the annual budget allocation and the reserves.

**(ACTION: RA)**

**It was also agreed that** the Chair should form a budget working group.

**(ACTION: Chair)**

ii. Website report

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

7 **Items for discussion/debate**

7a Working with Survivors of Abuse

Denise Moultrie advised members that the Task and Finish Group would meet on 22<sup>nd</sup> September and hold 3- 4 meetings before the end of February. The aim was to develop the terms of reference and methods of recruitment for the Survivor group which would advise the NCSC in the future.

7b Communications Strategy

Dianne Swiers advised members that the subgroup had been reconstituted and was corresponding by email. Dianne had met with Alison Baldwin of Coast Communications and they are looking at a draft template for Parishes to display information about the Safeguarding Representative.

Dianne advised that she is also reviewing Diocesan websites for the availability of Safeguarding information. The standards vary and some are very cumbersome to navigate. Those reviewed to date do not refer to the NCSC's Annual Report.

Dianne also informed members that in her work with Statutory Agencies she has found that they are not always aware of the work that the Church does in safeguarding.

**It was agreed that** members wishing to join the Communications subgroup should contact Dianne. **(ACTION: ALL)**

7c CSAS Relocation Project Plan - update

The Chair advised members that following some recent issues the relocation of CSAS is now back on schedule.

Adrian Child advised that the plan was to run a shadow office in September with a gradual movement of the work to London by the end of December. However the experienced staff from the Birmingham office will be leaving in October and therefore the London office will be functioning from November.

Notification of the changes will be in the next Safeguarding Matters newsletter.

**(ACTION: AC)**

Members were advised that due to the relocation of CSAS the postal address for the NCSC would also change from 1<sup>st</sup> November. **Members approved** the expenditure for new stationery. **(ACTION: RA)**

7d Annual Report 2013/2014 Launch and Press Conference

The Chair advised members that the publication of the annual Report had been picked up internationally. He had been intervened by the Sunday Programme and 12 local BBC radio stations. The journalists appeared to understand that the NCSC does have experience to offer. He advised that there was more dialogue with the press this year.

There was a lengthy discussion on working with the media, the need for engaging with them proactively and the need to research what is being said on websites and blogs.

**It was agreed that** Diane Swiers should discuss proactive approaches to the media with Coast Communications **(ACTION: DSw)**

It was suggested that Bishops should write a pastoral letter about safeguarding.

7e Parish Audit Project

Lorna Duggan reminded members that CSAS, on behalf of the NCSC has carried out the Diocesan Audits. She added that Portsmouth Diocese that they were only as good as the worst parish and decided that a parish audit should be conducted. They are carrying out this audit as a pilot and are now using SafeSys- the intention is that the audit could be used in other dioceses. She anticipated that a report would be available for the December

meeting of the NCSC .

(ACTION: LD)

7f Link Members

i. Reports

Wrexham: Denise Moultrie advised members that she had met with the Bishop to discuss training for Clergy and a one day programme may be arranged.

Sisters of Mercy: Dianne Swiers advised members that she would be meeting the Commission later in the month

Leeds: Dianne Swiers advised that she would be meeting with the Commission in October

Brentwood: Brendan Killeen advised that a meeting with the Commission had been arranged.

There was discussion about the role of the link member and it was noted that the role is to create a link between the NCSC the Bishop and the local Commission, providing support and learning from each other.

ii. Allocation of link members to vacancies

The Chair referred to the list of link members which had been circulated prior to the meeting. Due to recent changes in the Commission membership a number of vacancies existed. Following discussion the majority of the vacancies were filled. **It was agreed** that Rose Anderson would advise the relevant Bishops and local Commission Chairs of the changes, following which the new link members would make contact with the Bishops/Chairs. (ACTION: RA / New Link Members)

7g Anglophone Conference 2014 – report from delegates

Philip Dand reported on an excellent presentation on Restorative Justice. He advised members that he was impressed at the willingness of senior clerics to share their experiences. Dianne Swiers reported that the standard and content of the presentations was excellent and the international aspect was fascinating. Adrian Child agreed that the international perspective is unique and he advised members that the atmosphere at the conference is dependent on the host and the location. He also advised that the location (country) for the conference had varied in the past but recently it had been suggested that it should be held in Rome in order to maintain the link with the Vatican. The Chair advised that the 2016 Conference would be the responsibility of England and Wales.

7h Dates of meetings in 2015

**Members agreed to** the meeting schedule for 2015:

10<sup>th</sup> March, 9<sup>th</sup> June, 8<sup>th</sup> September and 8<sup>th</sup> December.

**It was agreed that** a members away day be organised.

(ACTION: ALL)

(ACTION: Chair & RA)

7i Appointment of Bishop Vice Chair

The Chair agreed to discuss with Bishop Members of the Commission who would take on the role of Vice Chair.

(ACTION: Chair)

7j National Chairs' Meeting

Members were advised that the attendance at this meeting varied. **It was agreed that** a review of the meetings should be carried out. **Dianne Swiers and Adrian Child agreed** to draft a questionnaire for the review. (ACTION: DSw & AC)

7k Preliminary Enquiry Protocol

Adrian Child referred to the redrafted protocol which had been circulated prior to the meeting. The amendments, if agreed, would require accompanying guidance. It was suggested that there should be accreditation for the chairs of panels and clarification was needed if a "Volunteer" wanted to return to ministry.

There was a lengthy discussion on the following points:

- Freedom of Information/ access to transcripts for all parties

- Accreditation of the pool
- The role of the Chair of the Panel
- What should happen when the complainant went to the police
- Venues for the panel meeting
- Action to be taken when there is no substance to the allegation

**It was agreed that** the protocol should be amended taking into account the points raised and circulated to members. **(ACTION: AC)**

71 Lourdes and Safeguarding/Bishop of Tarbes

Adrian Child advised members that there were concerns about safeguarding arrangements in Lourdes where the structures did not appear to be in place. There had been difficulty communicating with the relevant authorities. **It was agreed that** in the first instance a letter be sent from the Bishop Vice Chair of the NCSC to the Bishop of Tarbes.

**(ACTION: AC/ Bishop Vice Chair)**

**It was also agreed that** the relevant diocese be informed of this action

**(ACTION: AC)**

8 **Any other business**

There were no matters raised

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