



*Item 7e - Link Members.*

The Chair advised that Denise Moultrie had agreed to be Link Member for Cardiff.

*Item 7g – Membership Update.*

The Chair referred to Lyndsay Spendelow's appointment as Vice Chair representing CoR. He also confirmed that the Canon Law Society had supported a second term for Brendan Killeen and that the Commission Chairs had supported the appointment of Peter Houghton as their representative for his second term.

*Item 7j-National Policy for Pilgrimages*

The Chair advised that the Chaplain from Lourdes had contacted the Cardinal. The Chair advised that he would ask Marcus Stock, as Bishop Vice Chair, to write to the Bishop of Tarbes. **(ACTION: Chair)**

*Item 7l – Management Structures*

A paper had been discussed at the Safeguarding Coordinators meeting, but there had not been an NCSC member present. It was agreed that Rachel O'Driscoll and Christopher Pearson should liaise with Carol Parry and that this should be discussed again at a Safeguarding Coordinators meeting.

**(ACTION: RO'D, C Pearson and C Parry)**

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

*Page 3 item 6bii, Website report. Last paragraph.*

Dianne Swiers asked if there had been any progress with the Training for Trustees on Liability. John Rogers advised that he was in discussion with Fr Christopher Thomas, General Secretary, CBCEW on this issue. The Chair suggested that this could be included in a half day study session to be organised on Safeguarding.

**(ACTION: JR to follow up with Fr CT)**

*Page 4 item 7d Parish Audit*

The final report had not been received from Portsmouth.

**(ACTION: RA to contact Portsmouth)**

*Page 5 item 7h – Chairs' Meetings*

Dianne Swiers advised that the questionnaire had not been sent and agreed to follow this up after the NCSC away day. **(ACTION: DSw & AC)**

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**Papers/items to be noted**

6a CSAS

i. CSAS Workload Tracker

Carol Parry advised that the workload tracker is running behind schedule and as a number of items had been on hold during the recent reorganization of the CSAS. She advised that the work on the Annual Report and the organisation for the National Conference would be prioritised.

ii. CSAS Business Plan

Adrian Child advised that the business plan for 2014 is still being reviewed.

6b NCSC

i. Budget Report

Rose Anderson referred to the paper which had been circulated prior to the meeting and explained the expenditure for 2014, showing the estimated reserve to be transferred to 2015. Final figures would not be available until the accounts had been audited.

There was discussion on the availability of funding for the Survivor Advisory Panel (item 7a) and it was suggested that a separate bid should be made for this, [possibly from the allocation for the Pastoral Support Project

ii. Website report

Rose Anderson referred to the paper which had been circulated prior to the meeting.

It was noted that there had been an increase in the number of visitors to the website during 2014-15, 326 compared to 8,350 in 2013.

She then referred to the online contacts and telephone enquires during the previous 3 months.

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**Items for discussion/debate**

7a Working with Survivors of Abuse

Survivor Advisory Panel to the NCSC- proposal

The proposal paper had been circulated prior to the meeting.

Denise Moultrie reminded members that in June 2014 the Commission had discussed the concept of a Survivor Panel to sit along side the NCSC, thus giving a formal means of engagement with Victim and Survivor issues. A Task and Finish group had been formed, with the members including Victims and Survivors and professional representation. The group had been facilitated by Carol Parry. The group had met 3 times and produced the proposal paper.

Denise outlined the proposal as follows:

- The title would be "Survivor Advisory Panel to the NCSC"
- Meetings would be held 4 times a year to link with the NCSC meetings
- The Chair would attend one NCSC meeting each year
- There should be an NCSC Link person
- There should be an honorarium for the Chair
- There would be 2 way communication between the Panel and the NCSC
- The terms of reference and proposed membership would ensure that the Panel was sufficiently independent to have value

Carol Parry advised members that she had been impressed by the group in their generous forthright and helpful approach to this and in how they want the Church to understand the issues.

Discussion followed on

- How to advertise/ recruit to reflect the spread of experience needed for the Panel and the need to appoint the Chair first
- How to manage applicants who are not appointed
- How to appoint the link member
- The potential workload of the Panel and the need for a Workplan
- There should be an outcome for the panel which can be measured
- How the work of the Panel would be evaluated
- Presenting the proposals to the Bishops' Conference and CoR.

**The following was then agreed**

- The Panel should run as a pilot for 3 years and then be evaluated
- The Proposal should be amended to reflect the discussion
- The proposal should be presented at the next Pastoral Support Group meeting

**(ACTION: DM & RA)**

- The Chair would write to the members of the Task and Finish Group and thank them for their valuable work. **(ACTION: Chair & RA)**

7b Communications Strategy

It was noted that this item would be discussed in detail at the NCSC members' away day.

7c CSAS Relocation Project Plan - update

The Chair updated members on the relocation of CSAS.

7d Parish Audit Project

The final report had not been received. **It was agreed** that Rose Anderson should follow this up with the Safeguarding Coordinator in Portsmouth.

**(ACTION: RA)**

7e Link Members

i. Reports

Mark Davies informed members that he had visited Plymouth and Portsmouth the previous week.

Dianne Swiers asked that record of the last visit/ report be added to the link member list

**(ACTION: RA)**

Brendan Killeen asked about the mechanism for taking action on issues raised in link member reports. Members were advised to raise the issue, with appropriate information, directly with Rose Anderson so that the Chair could then follow up on it.

**(ACTION: ALL)**

ii. Vacancies

It was agreed that Lyndsay Spendelow would become the link member for the Buckfast Commission and would take over from Mark Davies as link member with the Plymouth Commission

**(ACTION: RA)**

7f Anglophone Conferences

i. 2015 (21-24 June 2015 in Rome)-update

Rose Anderson advised members that three delegate places had been secured for Marcus Stock, Christopher Pearson and Lyndsay Spendelow.

Accommodation had also been arranged at the Venerable English College.

ii. Working group for 2016

**It was agreed that** a Teleconference be arranged for the Organising sub group.

**(ACTION: RA)**

7g NCSC Membership and Terms of Office

This item was discussed in item 5a above.

The Chair also advised members that Christopher Pearson would take over from Denise Moultrie as Vice Chair (LAY) of the Commission. The Website would be updated to reflect the changes.

IT was also agreed that the Lay Member Vacancy be advertised.

**(ACTION: Chair, DSw & RA)**

7h National Chairs' Meeting

This item was discussed under item 5b above.

- 7i Audit of Independent Commissions  
This item was deferred
- 7j Management Structures  
This item was discussed under item 5a above.  
Carol Parry also advised that Coordinators reported varying levels of, and sometimes ad hoc, supervision. They were keen to have a structure. Adrian Child commented that the paper was well constructed but some terminology could be altered. He suggested that the paper be discussed again, at the next Safeguarding Coordinators meeting, with the authors present. **This was agreed. (ACTION: RO'D, CP & C Parry)**
- 7k NCSC Away day 11<sup>th</sup> March 2015  
The Chair confirmed arrangements for the following day
- 7l Annual Report – timeline  
The date of publication and press conference would be agreed after the meeting. **(ACTION: Chair & RA)**
- 7m Research Proposal  
Carol Parry referred to a paper which had been circulated prior to the meeting. There had been discussion between CSAS and representatives of Bangor University, Dept. for Mental Health and Society as the University were interested in carrying out research. There was a lengthy discussion on the proposals and other possible ways forward. Carol was asked to take the following comments back to the University:
- The paper lacks detail
  - From a research point of view the paper is very diverse; it should be more specific
  - Their background appears to be people related rather than policy driven
  - Because they are interested in people related research perhaps the proposed Survivor Advisory Panel (SAP) could look at what they would like to have researched
  - The research should focus on one issue
  - The research proposal should be in the form of a question
  - There is little research on victims and survivors- have a conversation with the proposed SAP
  - There is little research into what has become effective.
  - The paper should include the need something about methodology
  - He proposal should be specific to the Church
  - There may be scope for a research PhD
  - possible topic:
    - “How do people who have been abused fair with mental health Services?”
    - Commissioning Risk Assessments- definitions in various organisations
  - The University should discuss the issues with Victims and Survivors more, as their needs considered
- (ACTION: RA & C Parry)**

7n DBS re-checks

Peter Houghton asked for clarification on the guidance for the frequency of rechecking DBS.

Adrian Child informed members that there was no guidance. Initially for CRB the re-checking should have been every 3 years, but this could not be achieved. With the DBS system, now in place for 2 years every one should have been checked and therefore re-checks could begin.

There was discussion on the checking arrangements for people from countries without a similar or reputable system as they may present significant risk.

**It was agreed that** CSAS should develop guidance on these issues.

**(ACTION: CSAS)**

8 Any other business

The E-learning programme

Carol Parry informed members that this programme is now ready to be launched. She advised that the Cardinal has contributed in a video to be placed on the website. **It was agreed that** a working party comprising Educare, the Cahir, James Boner and Alexander DesForges (CCN) should organise the launch.

**(ACTION: C Parry)**

9 Date and time of meetings in 2015:

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

In the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ.