

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the Meeting held on Tuesday 8th September 2015 from 11.00 to 16.00

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

Part 1

Item 5

Present: Chris Pearson (Acting Chair)
James Boner
Philip Dand
Mark Davies
Peter Houghton
Brendan Killeen
Philomena McCluskey
Denise Moultrie
Rachel O'Driscoll
Lyndsay Spendelow

In attendance: Colette Limbrick (Director, CSAS)
Rose Anderson (Secretary, NCSC)

- 1 **Apologies for absence were received from**
Marcus Stock, John Rogers, Lyndsey Voss, Dianne Swiers and John Arnold

Retirement of Danny Sullivan, appointment of Acting Chair and appointment of Acting Vice Chair.

The Acting Chair read out a message from Danny Sullivan, who had retired from the NCSC in July.

He informed members that as he had taken on the role of Acting Chair he had invited Rachel O'Driscoll to take on the role of acting Vice Chair (LAY) and that she had accepted.

- 2 **The Opening Prayer** was led by Lyndsay Spendelow

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

The Acting Chair reminded members of the importance of respecting the confidentiality of the discussions which take place during the meeting and of the importance of declaring any potential conflicts of interest.

- 4 **Minutes of the meeting held on 9th June 2015**

These were accepted as a correct record

- 5 **Matters arising from the minutes of 9th June 2015**

5a. Action List from 9th June 2015

Item 5a-National Policies

James Boner advised members that there is a delay with one of the policies. Colette Limbrick added that in principle they had been legally

signed off with the exception of the Preliminary Enquiry Protocol and final advice was awaited from Canon and Civil Lawyers.

It was agreed that the current status should be checked with Fr Christopher Thomas (Gen. Sec. CBCEW) in preparation for the report to the Bishops and their November meeting. **(ACTION: CL)**

Further discussion highlighted that the Preliminary Enquiry Protocol has been used in some cases, for employees who are not Clergy or Religious. There had been cases where the insurance company did not accept the Protocol.

Members also stressed the importance of all policies being signed off by the Bishops in November.

It was also agreed that a letter be sent to Chairs of Commissions and Safeguarding Coordinators reminding them that the Preliminary Enquiry Protocol should be followed; that it is under review and the revised protocol would be published in due course. **(ACTION: Acting Chair)**

Research proposal

Colette Limbrick advised members that she had met with the staff at the University of Bangor and had discussed collating the information from Safeguarding Coordinators on their work with Victims and Survivors.

It was suggested that the study could be comparative with another church and that the Survivor Advisory Panel should be involved in the discussion.

It was agreed that a teleconference should be held to discuss this further. **(ACTION: CL, DM, LV)**

Item 8-Past Cases Review

It was noted that these documents had been sent to members.

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

Colette Limbrick referred to the paper which had been circulated prior to the meeting and informed members that the updating of the National Training Standard, to conform with "Towards a Culture of Safeguarding" would commence in the New Year. She also advised that the CSAS website was in the process of being updated.

She informed members that the programme for EBulk is on track, with the second tranche due to commence and the third in the New Year.

ii. CSAS Business Plan

Colette Limbrick referred to the paper which had been circulated prior to the meeting. The paper had been revised and new items added.

The plan included the need to develop data collection on Adult Safeguarding

There was discussion on how the NCSC and CSAS should construct the business plan together and **it was agreed that** this should be a topic for the next NCSC away day. Topics to include:

- What the NCSC does
- What CSAS does
- What the Safeguarding Commissions should be doing
- The Goddard Inquiry

- McLellan Report
- Risk Register
- Chair of Survivor Advisory Panel

It was also agreed that the away day should be independently facilitated
**(ACTION: Away day to be arranged when new Chair in post.
 PH to identify a facilitator.)**

There was discussion on the Audit of the commissions, including external validation, self audit and peer audit.

It was agreed that Colette Limbrick would review the audit process.
(ACTION: CL)

Members noted that work in the Seminary Curriculum was ongoing; Mark Davies advised that two Bishops were leading on this.

6b NCSC

i. Budget Report

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

The second quarter accounts had been received after the paper had been circulated. And there were queries concerning a donation paid into the NCSC accounts.

It was agreed that this should be followed up with the Finance Department.
(ACTION: RA)

ii. Website report

Members were referred to the report which had been circulated prior to the meeting. The number of web viewers continued to increase- with the peak being at the time of the annual report publication.

iii. Recruitment

Chair of the NCSC

Members were informed that the adverts had been placed and the closing date would be 2nd October, with interviews planned for 30th October. **It was agreed that** the advert should also be placed with the Financial Times Executive Club.
(ACTION: RA)

Secretary to the NCSC

The Acting Chair advised members that Rose Anderson would be retiring from her position as Secretary to the NCSC in the summer of 2016. **It was agreed that** the Acting Chair, Rachel O'Driscoll and Rose Anderson should review the role a, with the aim of advertising in the New Year,
(ACTION: Acting Chair, RO'D & RA)

iv. Members terms of office expiring in 2016

Members were referred the paper which ad been circulated prior to the meeting and noted the following:

- Dianne Swiers, representing Chairs of Commission, would complete her first term in June 2016 and would be eligible for a second term of 3 years.
- John Arnold- representing the Bishops. Will have completed his second term of office. A replacement Bishop Member should be sought

- Philip Dand, representing Chairs of Religious/Independent Commissions will have completed his second term of office. A replacement chair representative should be sought

7 Items for discussion/debate

- 7a Working with Survivors of Abuse
Survivor Advisory Panel to the NCSC-report
 Denise Moultrie reported on progress with the proposals for the Survivor Advisory Panel. She suggested that rather than advertise for the Chair and members separately that one advert should be published for both. The following advertising was suggested **and agreed**: Guardian on line, Third Sector, Civil Society, via BASPCAN and NOTA emails to members.
It was agreed that the interview panel would comprise the Acting Chair, Denise Moultrie and Lindsay Voss. **(ACTION: DM & RA)**
- 7b Communications Strategy
- i. Policies-
- a. Safeguarding Statement:
 The Acting Chair advised members that the paper circulated prior to the meeting had been drafted in response a member of the public pointing out that there was no published overarching statement of policy on Safeguarding in the Church. Suggestions were made for minor alterations to the document and it was approved by members. **It was agreed that** the amended paper should be taken to the Bishops' Conference and CoR for approval.
(ACTION: RO'D- amendments. Acting Chair to Bishops' Conference and CoR)
- b. Media.
 There was discussion on interaction with the Media and the need for a protocol was identified.
- c. Preliminary Enquiry
 This had been discussed earlier in the meeting
- d. Policy Approval –update
 This had been discussed earlier in the meeting
- ii. Parish Poster
 Dianne Swiers advised members that the final proof would be presented to the Safeguarding Coordinators the following day.
(ACTION: CL)
- iii. Leaflets/Alpha Cards
 There had been some amendments to the cards.
- 7c Research Proposal
 This had been discussed earlier in the meeting.
- 7d Parish Audit Project - update

Members noted the content of an email from the Safeguarding Coordinator, Portsmouth, advising the current status of the Parish Audit. The project was still in its early stages.

7e Link Members

i. Reports

Denise Moultrie reported on a recent visit to Cardiff and advised that she had also written to Wrexham and Menevia.

She referred to recent communication between Cardiff and Malta and **it was agreed that** the correspondence be forwarded to the Acting Chair. **(ACTION: RA)**

Peter Houghton asked for an update on the proposals for Supervision and Appraisal for Coordinators. Rachel O'Driscoll confirmed that there was further work to be undertaken before the next draft would be ready for circulation.

(ACTION: RO'D- then RA to circulate)

Rachel O'Driscoll advised that she would be attending the Westminster Commission meeting later in the day.

Brendan Killeen referred to his visits to Birmingham and Brentwood. Both reports had been circulated prior to the meeting.

A question was raised on the selection process for candidates to the priesthood and whether there was a standard approach across the dioceses.

It was agreed that the National Vocations Office be approached for clarification on this. **(ACTION: RA)**

7f Anglophone Conferences

i. 2015 report from delegates.

Delegates reported on the conference and had found it interesting. There had been a lot of academic input on the theology of safeguarding; however there was no input on the survivor perspective. It had been proposed that the 2016 conference should be on the theme of "Listening".

ii. Working group for 2016 – update

The Acting Chair reported on a teleconference held the previous week by the working group and advised that planning had commenced.

7g National Chairs' Meeting

Colette Limbrick advised that this is under review.

7h Audit of Independent Commissions

Colette Limbrick advised that the remaining audits are to be scheduled in the coming months.

7i Management Structures -update

This had been discussed earlier in the meeting.

7j Annual Report

i. Feed back from Launch

The Acting Chair reported on the teleconference. He had received positive feedback on this. Letters had been received from a number of Bishops, the Department for Education and the Goddard Inquiry thanking the NCSC for the report and the work undertaken.

ii. Data development

This was discussed earlier in the meeting

7k The McLellan Report.

The report had been circulated to all members and it was suggested that this be covered in the next NCSC away day.

7k Dates of meetings in 2016

Dates were agreed: March 8th, June 7th, September 6th and December 6th.
Venues to be arranged. **(ACTION: RA)**

8 **Any other business**

There were no matters raised.

9 **Date and time of next meetings :** 8th December, 11.00-16.00

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