

**NATIONAL CATHOLIC SAFEGUARDING COMMISSION**

**Minutes of the Meeting held on Tuesday 8<sup>th</sup> December 2015 from 11.00 to 16.00**

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

**Part 1**

**item 4**

**Present:** Chris Pearson, Chair  
James Boner  
Philip Dand  
Peter Houghton  
Brenda Killeen  
Philomena McCluskey  
Denise Moultrie  
Rachel O'Driscoll  
Lyndsay Spendelow  
Helen Sheppard  
Marcus Stock  
Dianne Swiers  
Lindsay Voss

**In attendance:** Colette Limbrick, Director, CSAS  
Rose Anderson, Secretary, NCSC  
Fr Christopher Jamison, Director, National Office for Vocation, for item 4

- 1** **Apologies for absence:** Were received from John Arnold, John Rogers and Mark Davies  
**Resignations** The Chair advised that John Arnold had resigned from the Commission, having served for 2 terms.  
John Rogers would be retiring from his position with CCIA at the end of the month and therefore had retired from the NCSC.  
There was discussion on the process for filling both vacancies.

**Appointment of Chair.** The Chair welcomed everyone to his first meeting as Chair of the Commission and thanked them for their support and encouragement on his appointment.

**Cooption of Safeguarding Coordinator.** The Chair welcomed Helen Sheppard to her first meeting of the Commission. Helen had been coopted to the Commission representing Safeguarding Coordinators. Helen advised members that she would discuss how she will feedback to the other Coordinators with Colette Limbrick.

The Chair also welcomed Fr Jamison who was attending for item 4.

- 2** **Opening Prayer.** This was led by Marcus Stock.
- 3** **Members declaration of Interests and statement of Confidentiality**  
The Chair reminded members of the importance of this item.  
There were no declarations of interest

- 4** **Fr Christopher Jamison, Director, National Office for Vocation (NOV)**

## **Applying for Formation as a Priest in the Dioceses and Ordinariate of England and Wales**

Fr Jamison referred to the paper which had been circulated prior to the meeting.

He advised members that agreement had been reached in all dioceses in England and Wales for the application process. He added that many, though not all, of the Religious Congregations followed the same procedure.

He outlined the advantages of the procedure, including the ability to review it regularly. A data base holds very limited information, but does have the names of all applicants. Safeguarding procedures are applied throughout the application and selection process and DBS forms part of the application.

Fr Jamison advised that the NOV would like to produce a handbook for Religious Clerical Congregations

There is a Religious Sister in the NOV, sponsored by CoR, who has responsibility for female vocations. He advised that the systems in Scotland and in Ireland are different and there is no database sharing between the Conferences.

There was discussion on the need to extend the procedures into all religious orders and for all orders to understand the requests that would be made by the Goddard Inquiry. It was noted that the Goddard Inquiry was looking at both historical and current practice.

It was suggested that this issue could be discussed at the Mixed Commission, which would have its next meeting in June 2016. Fr Jamison advised that he would write to the Superiors suggesting that they attend a training day, similar to that held for Diocesan Vocation Directors.

**It was agreed that** the NCSC should commend the handbook to Religious Orders and urge them to adopt it.

**It was also agreed that** there should be a regular update on progress at NCSC meetings. **(ACTION: JB)**

**The Chair agreed** to write to Fr Jamison outlying the current issues. **(ACTION: Chair)**

### 5 **Minutes of the meeting held on 8<sup>th</sup> September 2015**

These were accepted as a correct record.

### 6 **Matters arising from the minutes of 8<sup>th</sup> September 2015**

#### 6a. Action List from 8<sup>th</sup> September 2015

##### Item 5a- National Policy for Pilgrimages

Marcus Stock informed members that he had met with the Bishop of Lourdes and had been informed that a safeguarding policy is being developed for all pilgrimages.

There was discussion on some of the issues which had been highlighted by Safeguarding Coordinators, including whether a celebrate was required/requested in Lourdes.

**It was agreed that** there would be further discussion with the Safeguarding Coordinators. **(ACTION: CL)**

**Marcus Stock agreed to** discuss with the Director of Pilgrimage in Leeds Diocese **(ACTION: MS)**

##### -Training for Trustees

**It was agreed that** the Chair would follow this up with Fr Chris Thomas. **(ACTION: Chair)**

##### -Parish Audit

**It was agreed that** this should be included into the Quality Assurance Framework. **(ACTION: CL)**

##### -Research Proposal

Colette Limbrick had advised the University that the appointments to the Survivor Advisory Panel were underway and she would discuss it with them again when the SAP had been launched **(ACTION: CL)**.

Item 6a ii – Business Plan

Colette Limbrick advised that the data for the 2015 Annual Report had been requested.

**It was agreed that** the business plans should be incorporated into the Quality Assurance Framework. **(ACTION: CL)**

- 6 b Other matters arising, not already on the agenda.  
There were no items raised.

7

**Papers/items to be noted**

7a CSAS

i. CSAS Workload Tracker

Colette referred to the paper which had been circulated for information. Dianne Swiers suggested that Communications and the Pastoral Support Project should be added to the paper. Colette advised that Carol Parry was undertaking a Learning Needs Analysis.

ii. CSAS Business Plan

Discussed in item 6a above.

7b NCSC

i. Budget Report

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

It was noted that the expenditure for 2015 would exceed the budget and reserves would be used for regular expenditure.

It was also noted that the costs for the Survivor Advisory Panel would be met from the Reserves for the first year.

**It was agreed that** the Budget Subgroup should be reconvened and a budget proposal be developed.. **(ACTION: Chair, R.O'D, PH, DS &RA)**

ii. Website report

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

iii. Recruitment

Vice Chair: Following the appointment of the Chair the Lay Vice Chair position was vacant. The appointment of the successor would be discussed. **(ACTION: Chair)**

Bishop: Marcus Stock agree to lead on this. **(ACTION: MS)**

Lay Vacancy **It was agreed that** the position should be advertised. **(ACTION: Chair &RA)**

Secretary to the NCSC **It was agreed that** the position should be advertised in January. **(ACTION: Chair, R.O'D & RA)**

iv. Members terms of office expiring in 2016

Members were reminded that Philip Dand would complete his second term of office in June 2016. Chairs of the Independent Commissions would be invited to nominate his replacement **(ACTION: Chair &RA)**

8

**Items for discussion/debate**

8a Working with Survivors of Abuse

Survivor Advisory Panel for the NCSC-update

The Chair advised members that the interviews had taken place and 5 panel members had been appointed. A decision would be made later in the day on the appointment of the Chair.

It was noted that a decision would be made, in discussion with the SAP members on how to publicly launch the panel. **(ACTION: Chair)**

8b Communications Strategy (Chair/D Swiers)

a. Safeguarding Statement;

The statement had been formally agreed and would be incorporated into the Policy review in 2016.

**It was agreed that** the statement should be placed on the NCSC website. **(ACTION: RA)**

b. Media.

The Chair invited comments on what should be incorporated into the NCSC Media policy.

The following suggestions were made:

- As an independent commission there should be a right to comment
- Messages of good practice should be shared
- Individual cases should not be commented on
- The facts must be clear
- Advice could be taken from the Catholic Communications office or an independent media adviser

**It was agreed that** the Chair would draft a policy and circulate it for comment. **(ACTION: Chair)**

c. Preliminary Enquiry

Colette Limbrick advised that the revised policy was still in draft. This would be circulated to the NCSC after the next meeting of the group responsible for the revision. It was anticipated that the final draft would be completed by April 2016. It was suggested that the policy should be retitled as "Post Statutory Process Enquiry Protocol". It was noted that the suggestion made by Kathy Perrin(CCIA) had been incorporated into the draft document.

**(ACTION: CL)**

d. Policy Approval –update

There was discussion on "Recognitio" Brenda Killeen advised that the Bishops are the legislators- in Canon Law- for their diocese and if the Bishop decrees that the policy is accepted then everyone in the diocese must follow it – including the religious orders. Marcus Stock advised that he had reminded the Bishops of the need for trustees to adopt the policies.

e. National Policy for Pilgrimages

Discussed in 6a above.

f. Funerals of diocesan clergy against whom allegations of abuse have been substantiated

Members were asked to submit comments on the draft policy by 15<sup>th</sup> January 2016. **(ACTION: ALL)**

g. Management of Risk in a Church or Parish Setting

Members were asked to submit comments by 15<sup>th</sup> January 2016 **(ACTION: ALL)**

ii. Parish Poster

The final version of the poster were tabled and members were informed that this was now ready to be circulated to the dioceses for distribution to the parishes.

- iii. Leaflets/Alpha Cards  
Members were advised that these were in their 2<sup>nd</sup> draft.
- iv. Review of Strategy  
This item was deferred for the members' away day in 2016
- v. Parish Bulletins  
Colette Limbrick referred to a document circulated prior to the meeting. Questions had been raised concerning the publication of names of children in parish bulletins.  
It was suggested that the Local Authority policies or local parish school policies could be followed

- 8c Training for Trustees on liability  
This item was discussed in 6a above
- 8d Parish Audit Project - update  
This item was discussed in 6a above
- 8e Link Members  
The Chair commented on the variation in the presentation of link member reports. **It was agreed that** the role of the Link members should be reviewed at the Members' away day in 2016
- 8f Anglophone Conference 2016      Working group update      IT  
was noted that the next meeting of the organising group was scheduled for January 2016
- 8g National Chairs' Meeting  
There was discussion on the function of the Chairs' meetings and a suggestion was made that these could be combined with the Safeguarding Coordinators meetings. Colette Limbrick advised that she had arranged a meeting with the Chairs in February.
- 8h Audit of Independent Commissions  
This item was deferred
- 8i Management Structures -update  
**It was agreed that** further discussion was required.  
**(ACTION: Chair/R O'D & CL)**
- 8j Annual Report - Data development  
It was noted that this was being discussed with Dr Stephen Bullivant. St Mary's University.
- 8k NCSC Away day 2016  
**It was agreed that** this should be held on Monday 7<sup>th</sup> March, possible at Hinsley Hall, Leeds. **(ACTION: Chair/RA)**  
**It was also agreed that** there should be a facilitator for the day.  
**(ACTION: PH)**

There were no matters raised.

10

**Dates and times of meetings in 2016:**

8<sup>th</sup> March *venue to be confirmed*

7<sup>th</sup> June, 6<sup>th</sup> September and 6<sup>th</sup> December in the Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London SW1P 1QJ.