

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the meeting held on Tuesday 8th March, 2016 from 09.15- 13.00

At: Hinsley Hall, Diocese of Leeds Pastoral Centre, 62 Headingley Lane, Leeds, LS6 2BX

Part 1

Present:

Chris Pearson, Chair
James Boner
Philip Dand
Mark Davies
Philomena McCluskey
Lyndsay Spendelow
Marcus Stock
Dianne Swiers
Lindsay Voss

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

1 **Apologies for absence:** were received from Peter Houghton and Brendan Killeen

2 **The Opening Prayer** was led by James Boner

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

There were no declarations of interest

4 **Minutes of the meeting held on 8th December 2015**

These were accepted as a correct record.

5 **Matters arising from the minutes of 8th December 2015**

5a. Action List from 8th December 2015

Item 4 – Vocations

It was agreed that further clarification was needed on the process for applicants from other countries and religious orders and that the Chair should write to FR Jamison. **(ACTION: Chair)**

Item 5a Pilgrimages

It was agreed that the policy from Lourdes be circulated. **(ACTION: CL)**
Colette Limbrick also advised that she had spoken with the Gregorian University on the developing ELearning for English speaking countries.

Training for Trustees on Liability

To be followed up with Fr Chris Thomas by the Chair **(ACTION: Chair)**

Research Proposal

To be discussed with the Survivor Advisory Panel **(ACTION: Chair/CL/LV and DM)**

Away Day

It was agreed that a letter of thanks be sent to Sir Roger Singleton. **(ACTION: Chair)**

Item 8bi-Safeguarding Statement

It was agreed that this should be included in the policies and procedures and added to the CSAS website. **(ACTION: CL)**

Marcus Stock asked if the new design of the website included a content management system. The redesign of the website had been deferred pending the outcome of the Website audit. Colette advised that the Preliminary Enquiry protocol had been merged into a broader policy and procedures on the management of allegations and that the draft will be brought to the NCSC Before the June meeting.

(ACTION: CL)

Colette also advised that the Covenants of Care would be discussed with the Safeguarding Coordinators. Pending any agreement to the changes the existing Preliminary Enquiry Protocol would remain in place.

Funerals of Diocesan Clergy.

The proposals were considered suitable for use in the dioceses. James Boner had circulated them to the Religious Leaders. It was agreed that the latest revision be circulated to members. **(ACTION: CL)**

There was discussion on the need for a similar policy for those people against whom allegations had been made and although there had been no prosecution there were still substantial concerns.

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

There were no matters raised.

6 **Items to be noted**

6a CSAS

i. Policy update

It was agreed that the following policies be reviewed:

- Development of guidelines for retreats with host families
- Improvements on resource area on CSAS website
- Creating a safe environment policies/procedures

(ACTION: CL)

ii. Staff Changes

Colette Limbrick advised members that following the resignation of Jo Uttridge Amy Roberts had been appointed as Office Manager for CSAS. Recruitment was under way to fill the vacancy created by Amy's promotion.

iii. Independent Inquiry into Child Sexual Abuse(IICSA)

IT was noted that the Benedictines had been selected by the IICSA.

The Church's Council, led by Baroness O'Loan had appointed solicitors and was applying to IICSA for Core Participant status. The Council was looking at how to provide a narrative for the IICSA.

It was agreed that an update be circulated to the NCSC. **(ACTION: CL)**

6b NCSC

i. Budget Report

Rose Anderson referred to the paper circulated prior to the meeting and reported on the current budget position. Final accounts for 2015 had not yet been received.

Report from Budget subgroup

The Chair reported that the Budget subgroup had held a teleconference. In order to identify future budget needs information on work streams, travel etc. had been requested. Not all members had responded to date.

The Chair reported that the budget for 2016 would go into an overspend and use all of the reserves.

There had been no increase in budget since 2008 and no increase in the rate of payment to the Secretary. The Chair had written to Fr Chris Thomas to alert him to this issue and the need to appoint a replacement secretary. A decision had been made to go ahead with the advertising of the secretary post.

There was discussion on the balance of work carried out by NCSC and CSAS and the need to look at both budgets together. IT was also noted that the cost of printing material from the NCSC was partly born by the dioceses and religious orders. IT was agreed that members who had not already done so should provide information about their workload and travel costs in relation to the NCSC

(ACTION: ALL)

ii. Website report

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

iii. Recruitment

Secretary to the NCSC

It was agreed that the post be advertised.

(ACTION: Chair & RA)

Lay Vacancy

It was noted that the post had been advertised with a closing date at the end of the week. Interviews were scheduled for 8th April 2016.

Bishop Vacancy.

It was agreed that Fr Chris Thomas be approached regarding this vacancy.

6c Survivor Advisory Panel (SAP)

The Chair reported that the Survivor Advisory Panel had held its first meeting. The Chair and Lindsay Voss (as their Link Member) had attended the meeting and briefed the SAP on the work of the NCSC and how the SAP would be involved.

The Members of the SAP were now developing a draft work plan. They had arranged their meetings to fall between the meetings of the NCSC.

The Sap would have a page on the NCSC website and there would be a press launch in due course.

6d Integrity in Ministry update.

The Chair reported that he had written to Bishop Mark O'Toole who had been asked by the Bishops Conference to look into this from the perspective of diocesan clergy.

The range of the document was discussed and **it was agreed that** the Chair should follow this up with Fr Chris Thomas.

(ACTION: Chair)

It was noted that this had been a recommendation of the Cumberlege Report.

7 **Items for discussion/agreement**

7a Communications Strategy

i. Report from meeting on 19th February

Dianne Swiers advised members that the Communications Strategy had been drawn up some years previously. The Sub group had looked at a number of key items. The parish Poster and the Alpha card had been discussed at safeguarding Coordinators meetings and had been agreed.

The Subgroup had recently met in York with the design agency to discuss developing further material. There had been concern about the photographs proposed for use in the Alpha cards. Dianne advised that the strategy would be reviewed before the next Commission meeting.

(ACTION: DS)

Colette Limbrick advised members that 2 Safeguarding coordinators had been invited to join the subgroup.

Lindsay Voss suggested that the Commission should look at whether social media could be used, though it was noted that this may require additional resourcing.

ii. Media Policy

It was noted that the policy had now been approved and should be placed on the NCSC website and widely circulated. **(ACTION: RA)**

7b Link Members

The role of the Link Member had been discussed at the away day and it had been agreed that Chairs of Commissions and Safeguarding Coordinators be asked the view on the role. **(ACTION: CL)**

i. Reports

There were no Link member reports.

ii. Vacancies

Filling of vacant Link Member positions was deferred pending the outcome of the review of the Link Member Role

7c Anglophone Conference 2016

i. Working group update

Members were advised that the work for the conference was progressing. All Speakers had been identified and invitations had been issued.

ii. Nomination of NCSC Delegates

It was suggested that as the conference organisers the NCSC could nominate an additional delegate to attend. IT was agreed that Philomena McCluskey would take this on.

(Post meeting note- James Boner will attend in the place of Philomena McCluskey)

It was agreed that all presentations from the conference should be circulated to members afterwards. **(ACTION: RA)**

7d Management Structures -update

Rachel

O'Driscoll referred to the paper on outcomes. She advised members that she had attended a meeting of Safeguarding Chairs. She had discussed issues which had arisen since the Cumberlege report and the current position with regard to supervision and appraisal. The Chairs had been concerned that the relationship with their Coordinator should be correct. There had been diverse views on how this could be managed and they had agreed that Colette Limbrick should seek the views of all of the Chairs on this matter.

There was discussion on the need for the role of manager and professional supervisor to be separated and for the principles to be clearly set out. It was suggested that management supervision and appraisal could form part of an audit.

It was agreed that a revised paper be brought to the next NCSC meeting. **(ACTION: RO'D)**

7e Annual Report 2015/2016

The Chair advised members that the 2015/2016 report would be published in September. The final draft would be approved at the September meeting.

Collection of the data had commenced and it was intended that examples of good practice would be included in the report.

7f NCSC Away day 2016

Members agreed that the away day had been beneficial and a number of actions identified for inclusion in the Quality Assurance Framework.

7g National Training Framework

Members were informed that Commission Chairs had asked for a National Training Framework for Commission members.

Colette Limbrick advised that the "Towards a Culture of Safeguarding" document was being reviewed. **It was agreed that** members be asked their views and that the TaCoS review be brought to the next meeting. **(ACTION: CL & RA)**

8 **Any other business**

Dealing with Vexatious Complaints

The Chair informed members of a case where a complainant had been regularly sending emails to the NCSC and the diocese which were vexatious.

There was discussion on whether there should be a procedure for dealing with this. It was noted that dioceses should have their own complaints procedures.

It was agreed that the Chair and Colette Limbrick should discuss this issue.

(ACTION: Chair & CL)

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

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