

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 6th September, 2016 from 11.00 – 16.00
At: Hinsley Hall, 62 Headingley Lane, Leeds, LS6 2BX

Part 1

Present: Chris Pearson (Chair)
James Boner
Mark Davies
Brendan Killeen
Philomena McCluskey
Rachel O'Driscoll
Helen Sheppard
Stephen Spear
Lyndsay Spendelow
Lindsay Voss

In attendance:

Colette Limbrick, Director, CSAS
Bernadette Speakman, Secretary NCSC

1 **Apologies for absence** had been received from: Marcus Stock, Dave Marshall, Peter Houghton, Kathy Perrin and Elizabeth Manero.

Introduction of new members:

There were no new members to welcome at this group, however, it is hoped to welcome Elizabeth Manero, as a new lay member and Kathy Perrin, Co-opted from CCIA at the December meeting.

2 **The Opening Prayer** was led by Mark Davies.

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

There were no declarations made

4 **Minutes**

4a **Minutes of the meeting of 7th June**; these were accepted as a correct record.

5 **Matters arising from the minutes of 6th June 2016**

5a Action List from 6th June 2016

Sir Roger Singleton: quote requested for the annual report, and has now been received and included.

5a Vocations:3i religious alignment The Chair had been in contact with Fr Jamison and had received a response which was read out, and would be circulated to members.

Training for Trustees: Chair has written to Fr Chris Thomas with copy to Kathy Perrin, and response is awaited.

Theology of Safeguarding: Chair has written to Fr Chris Thomas and response is awaited.

Clergy Training

It was noted that the Chair and Colette Limbrick were reviewing the programme.

- 5b Other matters arising, not already on the agenda.
There were no matters arising which were not on the agenda.

6 **Items to be noted**

6a CSAS

- i. CSAS Work Tracker
Colette Limbrick advised that she would forward the latest version of the work tracker to members after the meeting. **(ACTION: CL)**

6b NCSC

- i. Budget report
Bernadette Speakman referred to the previously circulated second quarter budget report, and expressed thanks to Rose Anderson for help in the preparation. It was noted that the second quarter accounts were still awaited from Finance, and that a separate Anglophone budget report was due to be completed and circulated by Miss Anderson. It was noted that expenditure had increased for the secretarial role due to the doubling up during the induction period for the new secretary, and the administration of the Anglophone Conference by Miss Anderson.
- ii. Website report
Members noted the content of the website report which was previously circulated.
- iii. Redraft of policies/procedures
Colette Limbrick reported that policies had now progressed and would be presented to Bishops and COR in November. The risk assessment process was partially completed, a contract having been developed which is with the legal team, and awaiting approval. James Boner and Lyndsay Spendelow were working on the Testimony of Suitability. Training and development on hold until the new appointment-Shauna McAlister is in post in mid October.
- iv. Recruitment
Co-opting of a Chair of Commission- no uptake at present. Colette will issue a reminder at the next meeting with Diocesan teams. Rachel is willing to speak to them and Rachel O'Driscoll and Diane Swiers would produce a paper. Mark Davies suggested it be left open, and could be seen as a possible development within their role.

It was noted that Kathy Perrin was the new CCIA Co-opted representative and was intending to be present at the December meeting.

6c Safeguarding Structure

The Chair raised the issue of the Safeguarding Structure on the NCSC and CSAS websites. This was felt to be confusing and in need of simplification. However, some elements needed to be there but in a more user friendly one for the website, and still needs to incorporate religious congregations. A small task group to be set up to include SAP, and discuss for next meeting.

(Action: CL)

6d Anglophone letters of thanks

The Chair has written to all of the speakers at the Anglophone Conference, expressing his thanks for their valuable contributions to the success of the event. It was a valuable and thought provoking experience for those members from diverse countries, and demonstrated that the theme of "listening" was most apt as a focus for the whole conference.

There have also been a number of letters from delegates, expressing how much they had gained from the experience, with a number of good wishes for the continued work of the NCSC.

7 1 **Items for discussion/agreement**

7a Survivor Advisory Panel (SAP)

In the absence of Dave Marshall, Chair of the SAP, Lindsay Voss reported that two new members had been recruited to the Panel, one of whom is a survivor and the other a professional.. At the last meeting, the panel welcomed the two Survivor speakers from the Anglophone Conference, to undertake their presentations again for the SAP. This was well received by the members, and engendered a great deal of discussion. One of these speakers is now considering joining the SAP. The workplan is ongoing and the panel feels successful, even in these early stages.

7b Communications Strategy

- i. There was discussion around further development of the NCSC website regarding the front page, where the access buttons are located
- Strategic documents
 - Subgroups, eg QAF and SAP.
 - Links to Bishop's and COR webpages for news, as we would just be posting from another site at the moment, and links are much more efficient. There is often nothing on the news pages.
 - Consideration of further core areas for the front page.
 - It was suggested that a small group be set up to take this forward- Rachel O'Driscoll, Colette Limbrick, Dave Marshall.

(ACTION:RO'D/BS)

7c Link Members

i. Reports

There were no reports for submission for this quarter

ii. Role Review

Draft document is currently being circulated for comment:

- It was important that the relationship between the link member and the diocese remained professional.
- There should be the objective to share good practice.
- For final review at December meeting.
- NB from Mark Davies that the Bishops' Conference is in Rome next year. Therefore must be ratified in December in time for the Standing Committee.
- Currently the reports go to the NCSC Chair. However, they would benefit by being put into a standard format.

(ACTION: LS)

7d Anglophone Safeguarding Conference 2016

- i. The evaluation report produced and submitted by Rose Anderson was discussed. It was noted that the numbers of evaluations returned were disappointing, however, the overall feedback from delegates was positive with many suggestions to take forward for the next year. It was agreed that there was a need to focus on outcomes. One way to do this could be to follow up delegates after six months, to find out how they have acted or been influenced to act by the attendance at Conference.
- ii. The budget report is not yet complete due to some outstanding payments which Finance are progressing. There should be some funds remaining from the allocation of monies by the Jesuits, which it has been agreed can be transferred to Scotland for next year.

(ACTION: BS)

7e QAF

i. Framework

It was reported that Colette Limbrick had met with Chairs of Commissions and they are keen to be involved. There was discussion of the circulated QAF draft document, with comments that there needs to be an outcome focussed approach to the data. It was proposed to email chairs of Commissions to ask for expressions of interest, with a further meeting to develop the document in more detail. Referring back to minutes of the previous meeting of 7th June 2016, it was noted that there was a proposal to develop audit tools in order to develop the outcome focus, and to reiterate the following point:

- Inclusion of Religious Organisations
- Inclusion of Independent Organisations.
- Identification of a budget

(ACTION: CL/BS)

ii. Awayday

Following on from the awayday, there was now a need to decide what else needed to be included. This would include the SAP, and also the opportunity to listen to Survivors. There may be additional areas which could be developed, therefore members are asked to consider what these may include. .

(ACTION ALL)

7g Annual Report

i. It had been the intention to ratify and sign off the final version, however, a number of areas remained unsatisfactory.

- Data anomalies
- Typing errors
- Grammatical errors
- The need to clarify some of the data through footnotes.

It was agreed that the Secretary would produce a small report of the areas to correct, and after circulation to members, would then liaise with UBD to ensure a rapid turnaround ready for the launch and press conference

(Action: BS)

.ii. It was confirmed that the date of the press conference is Thursday 29th September, and that the SAP web page area of the NCSC website would also launch at that time. Press notification and invitations (embargoed) will be sent out on Monday 26th September.

(Action: BS)

8 **Any other business**

There were no matters raised.

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

James Boner and Lyndsay Spendelow requested that the dates for next year be changed from the second Tuesday of the third month, to the first Tuesday of the third month, to avoid conflict with COR meetings. There being no objection to this, the future dates will be as follows:

December 6th 2016-London; 7th March 2017-Leeds; 6th June 2017-London; September 5th 2017-Leeds; December 5th-London.

Dates will be circulated immediately after the meeting.

(ACTION BS)