

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the Meeting held on Tuesday 6th December , 2016 from 11.00 – 16.00

At: The Lower Library, Archbishop's House, Ambrosden Avenue, Westminster, London

Part 1

Present: Chris Pearson (Chair)
James Boner JB
Mark Davies MD
Peter Houghton PH
Dave Marshall DM
Brendan Killeen BK
Philomena McCluskey PMcC
Rachel O'Driscoll R O'D
Helen Sheppard HS
Stephen Spear SS
Elizabeth Manero EM
Lyndsay Spendelow LS
Lindsay Voss LV

In attendance:

Shauna McAllister CSAS SMcA
Bernadette Speakman, Secretary NCSC BS

1 **Apologies for absence** had been received from: Kathy Perrin, Colette Limbrick and Marcus Stock.

Introduction of new members:

The Chair introduced and welcomed Elizabeth Manero to the Membership of the Commission, and thanked her for becoming involved. He also welcomed Shauna McAllister who was attending in place of Colette Limbrick today. There were round the table introductions to the rest of the members.

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

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

There were no declarations made. Confidentiality was agreed.

4 **Minutes**

4a Minutes of the meeting of 6th September 2016: These were accepted as a correct record, subject to amendment of an item to part 2 of the meeting, and noted that RO'D is not a member of the Communications subgroup.

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

5a Action List from 6th September 2016

6a CSAS worktracker: Completed-see agenda item of the minutes

Training for Trustees: Ongoing.

Theology of Safeguarding: Fr Thomas has recommended Dylan James from Plymouth Diocese. Bishop Sherringham. Chris to contact to discuss involvement in taking this forward.

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

The CSAS work tracker was circulated by Colette. In her absence, it was noted that a large part of the work plan tracker was underway.

- Item 2A Ebulk roll out and training- this has not been streamlined as yet. **It was recommended to ask Colette where we are up to in relation to Dioceses, milestones and achievability. (ACTION CL/BS)**
- Item 10A, 13B, 14B and 15B were yet to start. **It was recommended to examine reasons for delay and in particular 13B and the evaluation of the seminary curriculum.** It was noted that item 14B was only scheduled to start in 2018. Items 7c and 16a were behind schedule. There was a question tabled regarding the current adverse publicity around the Independent Inquiry, and how the NCSC relates to this. Chair stated that the stance of the NCSC remains that it is the core element of the enquiry itself which is important, rather than shifting opinions, and the NCSC will respond to IICSA findings once this is completed.
(ACTION CL)
- There has been significant progress towards updating of procedures due to new legislation and they have been agreed by Bishop's Conference and due for signing off by COR. **It was agreed that the Commission confirm Trustees to sign off in each Diocese and Religious Congregations. CSAS will update that each Diocese is complying with procedures. (ACTION CL)**

6b NCSC

i. Budget report

- BS referred to the previously circulated third quarter budget report. It was noted that the second quarter accounts had only recently been received from finance, and would be reported on in March together with final accounts figures.
- Chair had presented a report to Bishops' Conference stating that there was not a specific budget for SAP. Bishops' Conference has agreed an uplift of £14K to address this shortfall
- Bishops' Conference have also agreed an additional £4k increase to budget overall to take into account rising costs of travel and increased numbers of meetings.

ii. Website report

Members noted the content of the website report which was previously circulated. BS also circulated an example of how the reports could also be produced with tables and graphs, showing locations and use of the website, by town, area, and country if needed. **It was decided that it would be useful to explore this perhaps on an annual basis, and information might be useful for the annual report.**

(ACTION BS)

iii. Redraft of policies/procedures

Deferred (see CSAS worktracker item)

iv. Recruitment

It was noted that the post of secretary was no longer to be on a consultancy basis from the first of January 2017. The post has been uplifted to 20 hours per week, and will be salaried on annualized hours, with all employment rights. However, the budget uplift, previously submitted was not agreed by Trustees. The secretariat will remain working from home flexibly according to the needs of the service, to a maximum of 80 hours per month. The post is still responsible and reports to the Commission Chair.

It was questioned whether there was a compromise to the independence of the NCSC when the secretary was employed by Eccleston Square? However, the Chair advised that the postholder's work is not compromised as that flows from the Chair and NCSC. The changes are necessary to meet employment law and actually provide better employment security to the postholder.

v and vi Co-opted Commission Chairs and vii Safeguarding Co-Ordinators

There had been no response from Commission Chairs to the vacant NCSC post. A Co-Ordinator has put their name forward for consideration. It was agreed that CP would attend the next Chairs meeting to discuss the role and how they might impact on the work of the Commission. CL to provide dates of the upcoming Chairs meetings. CP will write to the Diocesan Co-Ordinator and to the Bishop to confirm the individual's appointment as a co-opted member.

(ACTION CP/CL/BS)

7

Items for discussion/agreement

7a Survivor Advisory Panel (SAP)

Dave Marshall tabled an update paper, and gave a verbal report as follows:

- The SAP now numbers eight members with two newly appointed members plus one of the former speakers at the Anglophone Conference having been recently appointed.
- All members were now on the NCSC SAP part of the website, except for the last appointee who was still going through the processes.
- There is a workplan in place and good progress being made in all elements.
- Survivor research was being taken up by Dr Jocelyn Jones one of the new appointees to the panels, and will be putting a proposal together to gather the views of survivors.
- Also in the process are the following: managing and supporting members of the same church; managing when statutory agencies are not involved; managing when awaiting expecting victim outcomes; managing when no police involvement is requested.
- One of the members is offering training on the perspectives of Survivors.
- There is a proposal being prepared for a SAP Twitter account, linking to "It's Not OK", however, they are aware of the issues around management, confidentiality and potential disclosures. DM commented that the SAP is very positive and wants to make things happen.

It was recommended by RO'D that the SAP produce a proposal paper which identifies the management issues and how these will be dealt with. CP commented that sufficient safeguards need to be in place, and that it would need to be agreed by the Bishop's Conference. PH recommended that they speak to other Survivor groups, and SS that consequences must also be considered regarding handling of issues and potential for negative tweets.

- There had been an enquiry from one of the SAP regarding marriage preparation and advice from priests. It was confirmed that each Diocese has their own courses of marriage preparation, covering the sacrament of marriage and family life.
- It had been noted by a SAP member that the "Hurt by Abuse" leaflets and other Safeguarding information was not readily available in some parishes. It was confirmed that this needs to be a part of parish audits by individual Dioceses, and will also be raised within the Communications Strategy

Subgroup, as it is part of the strategy. RO'D commented that, in addition, some Dioceses (eg Hexham and Newcastle) are now setting up their own SAP to strengthen local actions and responses. Others may also be following this initiative, and this will be confirmed.

(ACTION CL)

- SAP members are also interested in understanding Canon Law. BK will be happy to discuss this with them..

(ACTION DM/BK)

7b Communications Strategy

This was tabled as a draft working document, and it was noted by RO'D that there needs to be more emphasis on getting back to parish level where the interface normally takes place between clergy and laity.

7c QAF

The data for the 2017 annual report is already within the system, and there is ongoing work to develop better data sets, especially for data which has not been collected historically. A meeting has been arranged with UBD regarding the annual report, which would deal with the whole of 2016 data, and the final report would be launched in May 2017, therefore realigning with the previous timetables for annual reports

7d

i. Link Member Role review and subgroup report

The final paper on the role of the link member, previously circulated, was agreed. The following comments were noted:

- This is an outline of the role which demonstrates the ability to enable comparability in the future.
- There needs to be a form of audit which can be developed after the paperwork has been in place for a year. It was noted that the responsibility for conducting audits lies with CSAS not the NCSC.
- As this is now the link member outline, it needs to be circulated to Diocesan and Independent Commissions.
- The process will be reviewed after three years.
- Review date to be added to the document and the Chair will then send out to Bishops, Religious Leaders Commission Chairs and Safeguarding Co-Ordinators.

ii. Allocation of Link Members to Dioceses.

The schedule and allocation of link members to Dioceses, previously circulated was amended and agreed by members to take into account retirements and new appointees. The final schedule will be circulated after the meeting.

(ACTION BS)

7e NCSC Terms of Office

The paper was previously circulated for discussion and agreement. It was explained that there could be two terms of three years for each Commission member, as detailed in the Terms of Reference, also previously circulated. There was some discussion regarding changes of roles, and how this might affect terms by lengthening them. For clarity BS would confirm the actual dates of terms of office report back to members.

(ACTION BS)

7f Pastoral Support Service

The Chair advised that the Bishops' Conference has agreed the development of the proposed service in principle. Similar discussion needs to take place with Religious

Leaders (EASG). Further work by the task group is to be taken forward and the Chair will arrange suitable dates for meetings.

(ACTION CP/CL/BS)

7g Proposed Role/Job Description for Vice Chairs of Diocesan safeguarding Commissions

Item deferred in the absence of CL.

7h Safeguarding Structure

The papers circulated which described the Safeguarding Structure for the proposed updating of the websites, were discussed in the absence of CL who was co-ordinating this development. The written information was agreed in principle, however, there was still some concerns with the visual representation, which was felt to be too complex by SS, and EM.

It was remarked that we cannot change the structure as it is, although possibly more debate is needed regarding the visual structure.

(ACTION CL/RO'D/SS)

7g Away Day 2017

The venue and date need to be confirmed and booked as soon as possible. It does not need to be linked to a Commission meeting, and as Hinsley Hall is not available during the next NCSC meeting, we need to look at alternative dates and venues.

CP has suggested the following agenda:

- Invite the SAP to facilitate the first three hours
- Originally he has spoken to a member regarding her presentation from the Anglophone, but it seems a better proposal that she does this within her new role alongside the SAP. The proposal agreed and Dave Marshall will discuss with SAP members and suggest a date.
- Perhaps Kathy Perrin to discuss liability and the DPA.
- Perhaps Brendan Killeen might consider a session on Canon Law.

Any further ideas would be welcome. PH suggested, Sir Roger Singleton to input or to facilitate at a future date. .

(ACTION ALL)

8 **Any other business**

There were no matters raised.

9 **Dates and times of meetings in 2017:**

NB it was agreed at the September 2016 meeting that future dates would be the first Tuesday of the third month.

**7th March 2017 Hinsley Hall Leeds
6th June 2017 London
5th September 2017 Hinsley Hall Leeds
5th December 2017 London**