

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
DRAFT Minutes of the Meeting held on Monday 7th March 2017 from 11.00 – 16.00
At: Hinsley Hall, 62, Headingley Lane, Leeds LS6 2BS

Part 1

Present: Chris Pearson (Chair)
Marcus Stock MS
James Boner JB
Mark Davies MD
Philomena McCluskey PMcC
Rachel O'Driscoll R O'D
Stephen Spear SS
Elizabeth Manero EM
Lyndsay Spendelow LS
Katy Perrin KP
Mick Walker MW

In attendance:

Colette Limbrick CL
Bernadette Speakman, Secretary NCSC BS

Apologies for absence had been received from: Brendan Killeen, Paul Mason, Dave Marshall
Lindsay Voss, Dianne Swiers and Peter Houghton.

- 1 **Introduction of new members:**
The Chair introduced and welcomed Mick Walker, Safeguarding Co-Ordinator for Middlesbrough, as a Co-opted Member of the Commission. Mick replaces Helen Sheppard. All members were invited to introduce themselves. The Chair also informed members that Dianne Swiers had recently been appointed as a member of the Commission representing Safeguarding Commission.
- 2 **The Opening Prayer** was led by Marcus Stock
- 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 December 2016:** These were accepted as a correct record.
- 5 **Matters arising from the minutes of 6th September 2016**
5a Action List from 6thDecember 2016

Training for Trustees:

- It was suggested that these could be arranged as Regional events, and that KP could be invited to address insurance liability. MW commented that religious orders and schools eg Ampleforth should also be included
- JB informed that COR are already undertaking Trustee training and this could be shared, with KP linking in. Alternatively KP could visit individual Diocese and undertake at existing meetings. KP informed the meeting that she had already visited a number of Trustees, and suggested that this might be better organized as a national event perhaps, with the addition of an audit trail.

Theology of Safeguarding:

- Fr Dylan James is nominated as the link to develop this theme. It was noted that on the 29th June 2017, a session for the COR was being held. JB has the information.

Link Member role review

- This was agreed at the December meeting, with members allocated to Dioceses and Independent Religious Commissions. Bishops, Chairs of Commissions and Safeguarding Co-Ordinators have all been circulated with the names of their Link member, together with a covering letter from CP and a copy of the Link Member Role. It was recommended that there should be a review of progress and findings in March 2018. It was also suggested that there needs to be some form of standard reporting format. However, LS advised that this had been considered, but a more general outline was preferred to allow the link member to take into account different issues and allow flexibility. If follow up visits were needed, the Link member should arrange this with their relevant Commission, and include within their report.

(ACTION LINK MEMBERS)

- Integrity in Ministry

A response is awaited from Archbishop Smith, and CP will follow up.

(ACTION CP, BS)

- Annual report 2016

The date for the launch is confirmed as Friday 26th May. Data is in the system and as this year will cover information from the latter part of 2016, will have less detail than previous years, and given the tight timescales will not be consulted upon as widely for this year only. Future reporting timescales will now be around May and consultation processes will be built into the timescales. Earlier reporting will bring the launch of the report closer to the data collection timeframe.

(ACTION CP, CL, BS)

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

This was tabled and CL invited questions:

#5: E Bulk Database: The national database needs to move from the existing server. Whilst this is now an almost all electronic version the systems need to interact to reduce duplication. Eventually all of the systems will be on Safesys.

#13: Evaluation of Seminary Curriculum. There is still ongoing dialogue with the Rectors.

#14: Review of National Training Standards. This review has yet to commence.

ii. Safeguarding Structures

Following previous discussions CL presented a simplified diagram of the structures with the use of additional wording to explain the different levels of responsibility. KP agreed to provide an update on the additional notes regarding the Trustees. EM commented that the structure remained a little confusing, and possibly unclear who leads. It was commented, however, that as the Church is a complex organisation, the structure as it stands cannot be altered, and must be presented as it is. However, CATEW has ultimate responsibility.

(ACTION CP,CL,KP)

6b NCSC

i. *Budget Report*

BS tabled the report with apologies, for the delay, which was in part due to awaiting receipt of the year end final accounts. The expenditure for 2016 was explained and showed an estimated reserve for transfer of £11,956, pending final accounts. It was also noted that there had been agreement for £14,000 to support the SAP and a further £4,000 to cover increased costs to the Commission due to additional meetings and travel costs.

It was requested by members that a simpler format for reporting be arranged for future meetings.

(ACTION BS)

ii. *Web Report*

Members were asked to note that there had been 34,550 visits to the website in the last twelve months, and the range of contacts through the website “contact us form” and by telephone which remained fairly consistent. A number of these contacts were repeat contacts.

Work is currently ongoing within the Communications Strategy Sub-Group to address site usage and potential improvements. A report with firm recommendations for action will be brought to members when the work is completed, hopefully for the September 2017 meeting.

(ACTION CP BS)

iii. *Anglophone finance report*

This is awaiting clarification with the finance department.

(ACTION BS)

iv. *Link Member Allocations.*

These were now confirmed and the relevant document had been previously circulated.

7 **Items for discussion/agreement**

7a Commissioning professional Risk Assessments and Independent Investigations

CL explained that this document had been widely circulated for consultation, including to Canon Lawyers. Several comments/adjustments were noted:

- Suggest the addition of information regarding actions if the person also volunteers elsewhere.
- Page 5 para 6 auditors may use their own risk assessments
- Time periods need clarification (CL)
- Define “commissioner” and “agreement” (RO'D)

(ACTION CL)

7b Final Draft Contracts

These were agreed and should be available for future use.

(ACTION CL)

7c QAF

Version 3 had been circulated for the agenda. CL explained the six key priority areas within the document. It was commented that there is a need to move away from a “tick box” approach, with the following considerations:

- The need for baseline audits
- The possibility of thematic audits
- Explanation of CSAS and the role
- The need to reconvene the subgroup to identify different roles.

It was commented that this was an excellent piece of work, which is to be commended, and that there is a need for the commissioning of an independent auditor, with a credible background. Additionally it was considered that self evaluation is also important therefore Commissions should be consulted in this.

It was agreed subject to the minor amendments within the text and for final ratification at the June meeting.

(ACTION CL)

7d Redrafted Policies and Procedures for inclusion on webpage

These were available for viewing on the day, but had also been circulated.

7e Testimony of Suitability

R O'D reported that there had been consultation with the Safeguarding Coordinators and this was to be followed by the Safeguarding Chairs shortly. Areas to be noted:

- There was a preference for the use of the term 'active ministry'.
- The Celebret is generally no longer considered to be fit for purpose.
- A suitably amended ToS was being used by many Dioceses for clergy incardinated in the jurisdiction of England and Wales who were seeking to minister in a Diocese other than that in which they were incardinated. It appeared to be a preference in discussion for extending the ToS requirement to (temporary) internal movement.
- The ToS should only be dated for a specific purpose (12 months), as these are seen as temporary moves.
- It was proposed to redraft to take into account the consultation and resubmit to a future agenda.

(ACTION R O'D)

7f Survivor Advisory Panel (SAP)

Dave Marshall, Chair of SAP had submitted a paper in his absence, which confirmed the meetings for the remainder of 2017.

- It was noted that Shauna McAllister was now a link to CSAS which was going to prove to be very valuable in assisting with communications, understanding and reviewing national policies, and promoting the views of survivors.
- There is an intention to work and produce a communications strategy for the SAP, however, the initial idea for a Twitter account had been discounted following further discussion.
- The SAP are facilitating training at the next NCSC Awayday in October this year, and are commencing the planning for this at their April meeting.

(ACTION DM, BS)

7h Members terms of office

The paper from the previous meeting was recirculated and it was confirmed that both BK and PH will be completing their second term in July 2018. Arrangements to recruit to these posts need to be actioned by the end of this year or early in 2018.

(ACTION CP, BS)

7i Pastoral Support Service

Moved to part 2 of the meeting

7k Awayday 2017

This item was covered in the SAP Report

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.

6th June 2017 London
5th September 2017 Hinsley Hall Leeds
5th December 2017 London

NB the NCSC Awayday has been arranged for Friday 20th October in London to coincide with a pre arranged SAP meeting. The venue to be confirmed. It would be greatly appreciated if members could confirm attendance to enable a suitable venue to be booked.