

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 5th September 2017 from 11.00-16.00
At: Hinsley Hall, 62, Headingley Lane, Leeds LS56 2BS

Present: Chris Pearson (Chair)
Mark Davies MD
Philomena McCluskey PMcC
Rachel O'Driscoll R O'D
Brendan Killeen BK
Elizabeth Manero EM
Lyndsay Spendelow LS
Mick Walker MW
Dianne Swiers DS
Stephen Spear SS

In attendance:

Colette Limbrick CL
Bernadette Speakman, Secretary NCSC BS

- 1 **Apologies for absence** have been received from: Marcus Stock, Paul Mason, Dave Marshall James Boner, Peter Houghton, Lindsay Voss and Kathy Perrin.
- 2 **Introduction and welcome**
- 3 **The Opening Prayer** was led by Mark Davies
- 4 **Members declaration of Interests and statement of Confidentiality**
There were no declarations made. Confidentiality was agreed.
- 5 **Minutes of the meeting of 6th June 2017:** These were accepted as a correct record, pending addition of additional comment regarding the launch of the Annual Report, which would be supplied by R O'D
(Action R O'D/BS)
- 6 **Matters arising from the minutes of 7th March 2017**
6ai Action List from 5th September 2017
- 5a The link member role review was moved to the agenda for the NCSC meeting in June 2018.
- Training for Trustees. This discussion deferred in absence of KP.
- Theology of Safeguarding. Fr Dylan James is nominated as the link. CP to discuss the way forward with Bishop Sherrington
- 6bii Communications strategy. CSAS website update ongoing
- 7a Commissioning professional risk assessments and independent investigations. This will be presented to Bishops in November 2017
- 6aai Other matters not already on the agenda
There were no other matters raised which were not on the agenda.

Items to be noted7a CSAS*I CSAS Work Plan and Tracker*

CL reported updates in the following areas

1: IICSA Witness statements have now been requested.

16: Evaluation of Seminary Curriculum- a meeting with Seminary Rectors has now been rearranged for September.

17: Subgroups have yet to be identified.

18: Religious Alignment. This is yet to start due to CSAS awaiting request from COR Executive

19: On hold-awaiting Catholic Education Service to decide the way forward.

liSCOE-Draft Audit Report

Although included as an item to be noted, this item generated some discussion. It was reported by CL that the audit was completed and the action plan was awaited. It was noted that the standard for Supervision was met although it was also queried that Supervision by the Chair of the Commission might not be appropriate despite the practical necessity for this. As the Chair also held a professional background relevant to the role this enabled professional support. There was discussion regarding whether the standard for professional supervision was being met more broadly. CL suggested that this could be subject to audit.. CL agreed to report further at the December meeting.

(ACTION CL)

7b NCSC*bi Budget report Second Quarter BS*

This was tabled and the following noted:

- The SAP expenditure was now calculated as a separate item and included travel, but does not include costs for the attendance of Lindsay Voss and the secretary, which will in future be aligned to the SAP budget lines. However, it was not easy to extract work for the SAP from the salary budget line of the secretarial support, which does not relate totally to meetings days. BS will in future log hours separately for SAP for future audit purposes.
- Overall the budget is performing well for this second quarter, however, there are still honoraria to be considered and these will show in the budget for the third quarter (presented December 2017) and the fourth quarter (presented in March 2018)
- At the moment the budget prediction is for an underspend at year end, but this remains fluid at present.

b ii Website report Second Quarter BS

This was tabled and the following noted:

- During this quarter there had been 12,966 visits to the site
- Media downloads included minutes of meetings (2008) and annual reports (2008-2010). Surprisingly, no evidence of download of the latest annual report.
- There had been a number of contacts offering to upgrade the site,.
- There were also some repeat contacts and a small number of disclosures.
- Telephone contacts related to ongoing cases.

biii Pastoral Support Service CP

It was reported that we are currently awaiting feedback from the Church of England before making final progress. There were some concerns regarding the delay

expressed by DS, that the process appeared to be slowing down, and the funding for the initial phases was already agreed. However, CP explained that this was in part awaiting COR and the sign up their portion of the levy. As this initiative had been reported in the Annual Report, DS advised that the Commission move forward as quickly as possible, and it was confirmed that another subgroup meeting is to be arranged, where final costings can be worked out. The Commission can then go out to tender using the expertise on the subgroup.

(ACTION CP/BS)

8 Items for Discussion/Agreement

8a Testimonial of Suitability

This was presented for final discussion and agreement by R O'D, who requested members to note the following major changes since the March 2017 meeting, and areas for final discussion:

- Members are asked to note and agree the recommendations listed on page 5. Recommendation 20 regarding Clerical Chastity has been retained by COR and RO'D will follow this up with JB
- Public annex 4 (1) public active ministry already relates to policy and advice from the Canon Lawyer.

(2) Agreed

(3) Not agreed.

(4) Not agreed

(5) To be removed

(6) Financial error to be redefined as "lapse of judgement", and reword suggested "financial or otherwise misconduct"

(7) All documents go through CCIA and Canon Lawyers, however, LS will take to COR.

(ACTION R O'D/LS)

8b NCSC Awayday 20th October 2017.

It was confirmed that KP would cover issues around liability and BK would cover consent within contexts and structures.

It was confirmed by BS that the venue would be the Wesley Hotel, Euston Street London, and the agenda was due for completion and agreement by CP and DM (SAP)

(ACTION BS)

8c QAF

This item was submitted for final ratification, which was duly confirmed, and would be presented to Bishops for information in November. Dissemination amongst Religious is to be discussed with COR

(ACTION CP/CL)

8d Draft guidance for pilgrimages.(V2)

This item was submitted for information and comment and noted as follows:

- This document was requested following concerns about safe practice being expressed by Dioceses
- The process has involved a small number of Pilgrimage Directors and Safeguarding Co-Ordinators. CL is presenting a draft at the Pilgrimage Directors Conference in November for consultation with a view to producing a final version for approval. A copy will be presented to Bishops for information at their November Plenary..
- EM suggested some amendments to the structure of presentation, for example the addition of a contents list.
- In addition, it would be useful to test out with users for issues such as accessibility. CL informed members that there was a reference group of Diocesan Co-Ordinators and Diocesan Safeguarding Chairs had been consulted in the process of development. It was noted that the structure can be amended if required.
- Selection of pilgrims and helpers/volunteers- subsection inclusion relates to forms already in use.
- Safeguarding considerations-subsection alcohol consumption, duty of care of adult non-supported pilgrims relating to drug or alcohol abuse.
- Further development is ongoing and members will be updated in December

(ACTION CL)

8e Renewal of E Learning.

CL informed members that the current contract is due to complete in 2018. Future cost will be £25,000 for years 4-6. The cost per module is £4,500 to £5,000 per module, and parish safeguarding representatives might generally undertake 3 modules of training.

Issues to consider were that we need to understand rate of uptake versus completion. The training is not mandatory and in some areas, group sessions have been run.

It as also commented that we must provide a strategic direction for volunteers, and we must provide training. A possible solution might be to include this as part of induction, and only relevant modules should be included. Shauna McAllister is currently undertaking a pathway mapping exercise that could guide certain roles to specific modules. and CL will update at the December meeting.

(ACTION CL/SM)

9 **Any other business**
There were no matters raised.

10 **Date of next meeting- 5th December 2017, CBCEW, 39, Eccleston Square, London**

Dates of meetings 2018

6th March 2018-Hinsley Hall, Leeds

5th June 2018-The Lower Library, Archbishops House, Ambrosden Ave., London

3rd Sept 2018-Hinsley Hall, Leeds-NCSC Awayday

4th September NCSC meeting, Hinsley Hall, Leeds

4th December 2018- Lower Library, Archbishop's House Ambrosden Ave., London

Please note I have reserved overnight accommodation at Hinsley Hall on the evening of Monday 3rd September, for members attending the awayday the following day.