

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 5th December 2017 from 11.00-16.00
At: CBCEW 39, Eccleston Square, London SW1V 1BX

Present: Chris Pearson (Chair) CP
Marcus Stock MS
Paul Mason PM
James Boner JB
Lyndsay Spendelow LS
Philomena McCluskey PMcC
Rachel O'Driscoll R O'D
Brendan Killeen BK
Elizabeth Manero
Mick Walker MW
Dianne Swiers DS
Stephen Spear SS
Peter Houghton PH
Dave Marshall DM
Kathy Perrin KP
Lindsay Voss LV

In attendance: Bernadette Speakman, Secretary NCSC BS

1 **Apologies for absence** have been received from: Colette Limbrick, Mark Davies.

2 **Introduction and welcome.**

The Chairman welcomed Paul Mason to the meeting as the third nominated Bishop representative on the Commission, and explained how the meetings operated and the none-use of titles. The members present introduced themselves. It was also noted that Dianne Swiers had resigned from the Commission due to health problems, and best wishes were sent to her for a speedy recovery.

3 **The Opening Prayer** was led by Paul Mason

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

There were no declarations made. Confidentiality was agreed.

5 **Minutes of the meeting of 5th September 2017:** these were agreed subject to a minor change to the spelling of Bishop Sherrington's name.

(ACTION BS)

6 **Matters arising from the minutes of 5th September 2017**

There were no matters arising

7 **Items to be noted**

7a **CSAS Workplan**

Item 1 IICSA In the absence of CL, CP reported that witness statements had been submitted by the NCSC, CSAS and the COR which were read out. These were recorded and can be found on the website.

Item 15 E Learning it was noted that the cost of phase 2 had been approved, however, clarification was sought as to confirmation that the renewal had been agreed. **(ACTION CL)**

RO'D noted that non-aligned orders did not appear in the workplan. JB reported that non-aligned orders were not members of COR. It was noted that the Carthusians (Parkminster) and Tyburn

Convent (Westminster) had not aligned to their respective dioceses. The Syro-Malabar Church in England and Wales were governed by a protocol drawn up by the Conference of Bishops. Their priests were in various diocese. LS informed the meeting that non-aligned orders were a priority issue at the last COR attended by CL, and that there was to be an EASG meeting next week which would be reported on at the next NCSC meeting. It was recognised that progress needed to be made, which could be reported on in the Commission's next Annual Report.

(ACTION CP/CL)

7aii Revision of policies and procedures.

These were noted

7aiii CSAS Audit of Supervision arrangements

PH reported that the Chairs of Commissions had already made informal arrangements which fitted in around work and seemed to be working well. It was suggested that this could possibly become a norm for Chairs.

MW indicated that a similar process was in place in the North East of the country and was working well.

EM and RO'D would pick this up as part of Governance arrangements and report back at the next meeting.

(ACTION RO'D/EM)

7aiv CSAS Safeguarding Conference

The suggested programme had been circulated for comment. Following discussion, it was suggested that some areas needed careful handling such as the use of solicitors and who to choose/invite to speak. In addition more discussion around impact into action, and possibly the impact on Safeguarding Commissions and co-ordinators. needs to be considered

In the absence of CL, members were asked to send further comments to BS, and the item to be discussed at the next meeting.

(ACTION ALL)

7b NCSC

7bi Budget report third quarter

This item was noted.

The final year end budget will be reported in the march 2018 meeting

(ACTION BS)

7bii Website Report third quarter

This item was noted.

Full 2017 data will be reported in the March 2018 meeting

(ACTION BS)

8

Items for Discussion/Agreement

8a Members terms of office and recruitment

The previously circulated paper highlighted the existing terms of office, and the Terms of Reference for the NCSC.

- Brendan Killeen was appointed in July 2012 and attended his first meeting after this in December 2012. His term of office should be completed by December 2018, and plans for recruitment agreed.
- Peter Houghton was appointed in July 2012 and first attended in December 2012, and clarification regarding the end of his second term is July 2018 or December 2018. However, as a Diocesan Chair, he could continue as a co-opted member in that capacity.

The following members were all appointed in 2014.

- Rachel O'Driscoll was appointed in July
- James Boner April
- Mark Davies July
- Philomena McClusky July
- Marcus Stock July
- Chris Pearson was appointed as Chair in 2015 and will come to the end of his first tenure in November 2018
- Mick Walker was appointed as the Diocesan Safeguarding Co-Ordinator Representative and attended his first meeting in March 2017. It was agreed that one year is too short a timescale to make an impact as a Diocesan representative. MW agreed to continue for a further year, and CP agreed to look at the current Terms of reference with a view to amending for a second year, subject to agreement by his Bishop.

(ACTION CP)

Further discussion from PH suggested that a brief statement should be included to support the valid contribution that the representative can make rather than the length of time, and that we need to be able to analyse the skills which come with this co-opted position. The possibility of a skills audit was proposed for discussion at the next meeting

(ACTION ALL)

8b Link members update

The current links of members to Dioceses were updated to make those visits easier to organise from a logistical travelling perspective. The list to be amended and circulated after the meeting. Letters to inform Bishops and Commission Chairs which are affected will be circulated to those Dioceses. .

(ACTION CP/BS)

8c Support of the Link Member role

The paper which sets out the role of the link member, and which was agreed in December 2016, was circulated and discussed, within the subject of support for individuals undertaking this role. Following discussion it was agreed that the link role should not get involved in operational matters, and any such queries should be referred to CSAS. The role should involve:

- The establishment of a supportive relationship to the Commission and its Chair
- Acting as a conduit-passing feedback to CSAS or the NCSC via reports
- Checking with CSAS before answering any questions about its activities or national policies and procedures
- Providing an update on the activities of the NCSC
- Avoiding a prescriptive approach so that the role can adapt to the needs and style of the Commission.

As part or ahead of the review scheduled for June, CL has agreed a session which could include the following refresh topics:

- The role of the Diocesan and Religious Commissions and relationship to CSAS
- The escalation process if an issue is raised or observed which goes beyond merely answering queries
- How to find out about any local safeguarding issues before a visit.

(ACTION CL)

8d Testimonial of Suitability

RO'D reported that this had not gone to the Bishops in November, as further work had been done. JB informed the meeting that it had been to COR and discussed, with further suggestions, and he will be in contact with CL before the next meeting.

(ACTION JB/CL)

8e Feedback on the Scottish Safeguarding Manual

This document from the Scottish Safeguarding Commission had been circulated with a request for comment. It was confirmed that the date for feedback had been missed, however, BS had contacted the Commission and was informed that any feedback would be very welcome. RO'D had produced a detailed report with suggestions for amendment/additions, and it was agreed to forward this to the Commission together with comments from other members around consistency and additional clarification in some areas.

(ACTION BS)

8e SAP Report

DM presented a verbal report on the activity of the SAP over the last year. The last few meetings had concentrated on the preparation for the NCSC Awayday, and Baroness Sheila Hollins had attended the run through meeting in July before the meeting in October.

SAP members had also attended a meeting with Baroness Hollins and other members of the Pontifical Commission for the Protection of Minors at Worth Abbey in June which had been beneficial on both sides.

Andrew Browne had received a small number of responses from Dioceses to his brief Survey regarding processes in place within each Diocesan Commission, and DM thanked those who had responded so far, but hopefully these numbers will increase. Analysis of responses is in the early stages.

RO'D suggested that this progress would be very useful for the next Annual Report, which will be in May.

(ACTION DM)

8f Feedback report on the NCSC Awayday

BS referred to the previously circulated report on the responses to the NCSC Awayday in October. The report evaluated each session in turn by comments, rather than a scoring system. Return rate was 37%, with mainly positive comments throughout all sessions, and suggestions for future improvements. The morning session was run by the SAP, whilst the afternoon session was delivered by Brendan Killeen on Canon Law, and Kathy Perrin on Data protection and GDPR.

The next Awayday is booked at Hinsley Hall in Leeds and will precede the September meeting. Suggestions for content needs to be decided as soon as possible to allow the booking of speakers if required. Accommodation has been booked for the Monday night of the Awayday, in readiness for the Tuesday NCSC meeting.

(ACTION ALL)

9 **Any other business**

CP updated members on the progress of the Pastoral Support Service. A paper had been presented to the Bishops and COR Executive to agree the budget.

It is anticipated that the National Safeguarding Co-Ordinator will be a secondment of two days per week and backfilled in their own Diocese. Tender and background documents have all been prepared. Final costings have been submitted, and work is continuing with the Church of England as a collaboration of a Christian approach, and further meetings are planned for the new year.

There was no other business to report.

10 **Date of next meeting- 6th March 2018, Hinsley Hall Leeds**

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 some overnight accommodation at Hinsley Hall on the evening of Monday 3rd September, for members attending the awayday the following day.