

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 5th June 2018 from 11.00-16.00
At: The Lower Library, Archbishops House, Ambrosden Ave., London,

Present: Chris Pearson (Chair) CP
Marcus Stock MS
Paul Mason PM
Mark Davies MD
Rachel O'Driscoll RO'D
James Boner JB
Lyndsay Spindelov LS
Brendan Killeen BK
Peter Houghton PH
Philomena McClusky PMcC
Lindsay Voss LV
Elizabeth Manero EM
Mick Walker MW
Stephen Spear SS

In attendance: Colette Limbrick, CSAS
Bernadette Speakman, Secretary NCSC

Apologies for absence were received from: Dave Marshall and Kathy Perrin.

1 Introduction and welcome.

The Chair welcomed everyone to the meeting today, and thanked them for their attendance and commitment to the work of the Commission. The Commission held a minute's silence and reflection in memory of Michaela Kelly, Head of HR at Eccleston Square, who sadly passed away at home on 11th May, surrounded by her family.

2 The Opening Prayer This was led by Marcus Stock

3 Members declaration of Interests and statement of Confidentiality
There were no declarations made. Confidentiality was agreed.

4 Minutes of the meeting held 6th March 2018.

These were agreed and seconded by MS subject to the following amendments:

- Item 8a Strategic Business Plan –“it was agreed to facilitate inclusion of the Pastoral Support Service within the Business Plan”
- Item 8c- amend to “Approach to be made to the Church in Wales in order to develop a tripartite agreement for inclusion.”

6 Matters arising from the minutes of 6th March 2018
6a Action list update

- BS confirmed that completed items as agreed at each meeting were being removed and added to an archive document, which commenced from January 2018, and is in an archive subfolder which she is developing for all documents held within the NCSC main system. She has also commenced a simple track system on the actions list, where date of commencement is highlighted in green as new, and red as ongoing/due for completion.

- Theology of safeguarding- to go to the Standing Committee, CP to decide who will take and present, however, MS suggested to discuss with Fr Chris Thomas.
- CSAS website-once all national procedures are in place, the formal launch will be agreed. The work on the website is progressing.
- NCSC website-ongoing discussion with web design. A GDPR policy is still required, CL will develop a general privacy notice for the NCSC based on the CSAS notice, once signed off.
- Training on liability-suggested as a possible subject. BS check with KP.
- Skills audit for co-opted SC members of the Commission-CP/PH to discuss as TOR may change in the future.
- Quality Assurance Framework-CL has met with a provider organisation with a view to commissioning an independent quality assurance exercise. A draft proposal is awaited and it is anticipated that CL will also approach other potential providers.
- A number of items were agreed as completed and therefore for archiving. (ACTION BS)

6b other matters not already on the agenda

- Development Day -CP informed members that he had arranged for Paula Jefferson (BLM) to present information around Abuse enquiries and outcomes, and the legal perspectives.
- In addition, Jenny Smith and Kathryn McKenzie from Safeguarding Today will be attending to discuss the work of her company, which is a safeguarding training organisation. She is focusing on the areas of Digital Abuse and ways to help others understand the concepts, including protection approaches to safeguarding children from online abuse
- There is also potential to use transcripts at the meeting, as well as digesting the contents of the last annual report and whether the current statistical content is appropriate for collection and publication going forward. Too much? Just right? Members are to consider in advance what data we need to present. RO'D suggested it is also critical to discuss how it is used.
- Assess/discuss any impact upon contacts to the NCSC as a result of the IICSA.
(ACTION CP/CL/BS)

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Items to be noted CSAS

7ai CSAS Workplan and Tracker

This was presented for information. It was reported that the review of alignment remains ongoing with an anticipated completion date of March 2019.

Pastoral Support Service- the Church of England have appointed a project manager, and also the University of Central Lancashire (UCLAN) to undertake the evaluation of the service once data results on uptake and functioning of the service are available.

7aii National Conference Programme. CL reported that this was in development and that final conference details will be circulated as soon as all speakers and workshops had been confirmed.

(ACTION CL)

7aiii CSAS website update

This item was reported in the Action list part of the meeting,

7b NCSC

7bi Budget report. First Quarter

BS apologised that this report was not as yet completed, as the first quarter management accounts have not yet been received from the finance department. The NCSC finance report will be circulated once this has been checked and analysed. against invoices and payments authorized.

(ACTION BS)

7bii Website report

Members noted the web report circulated with the papers.

There were 9,317 visits and 13,012 page visits in the first quarter, and six online contacts/requests via the "contact us" form of the website.

Where possible contacts were referred to the Diocese, or CSAS. When information was requested in order to facilitate this two contacts did not respond, follow up elicited no further contact.

These numbers were comparable with previous contacts and there had been no significant activity as a result of IICSA. Page visits were often to access previous annual reports, rather than current reports.

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Items for Discussion/Agreement

8a Annual Report Launch

This was attended by CP, DM, CL and RO'D. Maggie Doherty, Deputy Director of Communications, CBCEW was also in attendance

Two press representatives attended, one from the Catholic Herald and one from the Tablet. The questioning was interesting but very positive.

In relation to the report itself, RO'D commended the presentation, especially the volume of the statistics this year. Members had received an electronic version but could request a paper copy via BS. EM commented that the data is descriptive rather than analytical, and in order to make progress, this needs to be a consideration as part of the discussion at the at the NCSC Development Day. The presentation though does show a commitment to openness.

MS commented that there does not appear to be much interest from the national press around the IICSA enquiry, however, when there is anything highlighted or reported on Bishops and COR receive notification and copies of articles, especially from the Catholic Press. Consistency of response from Religious Leaders and Bishops is felt to be very important

There had obviously been a great deal of work involved in the production of this report, and because there is now so much data available, PH questioned whether there is a need for a full report annually, but rather triannually and with a shorter annual update. However, it was also acknowledged that this may not be the best time to consider this, and would need to be agreed by Bishops' Conference and COR Executive. Depending upon agenda issues it may be included for discussion at the Development day in September. (ACTION CP/ CL/BS)

8b Next Steps for volunteers

CL had previously circulated the proposed updated recruitment documentation for parish safeguarding volunteers for discussion. The current reference forms were also circulated for comparison.

Following detailed discussion, points to be actioned included:

- These are templates to be used by parish representatives.
- The references need to remain (as a minimum standard) and need to be followed up in person.
- There may be additional information required at parish level which can be added locally as required.
- The section on personality should be removed

- To keep the section relating to work ethic and reliability
- Change “avoid” to “manage” conflict
- CL will add information to the flowchart regarding following up references, and will add to the national policy and forms.

Members to send additional comments to CL.

(ACTION ALL)

8c Model Constitution

A copy of the draft Model Constitution for Diocesan and Independent Commissions was circulated prior to the meeting for comment/discussion.

EM stated that this was a basic model for discussion, but that it could be adapted to meet different Diocesan and Independent Commissions according to circumstances. PH agreed and suggested that this be sent to Diocesan Commission Chairs as it does cover all areas, and there would be expectations that it would be shared with Safeguarding Co-Ordinators. It would also be useful to go to SAP.

It was also suggested that this should be visible on Diocesan Commission websites.. CL RO'D and EM will agree a date to meet with Commission Chairs .

(ACTION CL/EM/RO'D)

LV will take to SAP

(ACTION LV)

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Any other business

There was no other business to report.

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Date of next meeting- 3rd September Hinsley Hall Leeds. 11.00-16.00

4th September Development Day Hinsley Hall, Leeds. 09.30

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