

**NATIONAL CATHOLIC SAFEGUARDING COMMISSION**

**Minutes of the meeting held on Monday 29<sup>th</sup> September 2008 from 11.00 to 16.00**

**Held at St Philomena's Convent, 70 -71 Euston Square, LONDON NW1 1DJ**

**Present:** Bill Kilgallon (Chair)  
Bishop Declan Lang (Vice Chair)  
Sister Jane Bertelsen (Vice Chair)  
Roger Bird  
Father Matthew Blake  
Valerie Brasse  
Kevin Caffrey  
Ann Collier  
Bishop Peter Doyle  
Eileen Dunn  
Susie Hayward  
Steve Landy  
Father Kristian Paver

**In attendance:** Adrian Child (Director of CSAS)  
Rose Anderson (Secretary)  
Charles Wookey (Assistant General Secretary CBCEW)

The Chair began by introducing Rose Anderson, recently appointed as Secretary to the Commission, and Charles Wookey who was observing the meeting.

1 **Apologies for Absence** were received from Bishop John Rawsthorne and Sister Ann Cunningham

2 **Team building and broadening our safeguarding experience**

Sr Jane Bertelsen led a workshop which began with prayers and followed with exercises which gave members the opportunity to get to know each other.

3 **Minutes of the meeting held on 14<sup>th</sup> July 2008.**

These were accepted as a correct record.

4 **Matters arising from the minutes:**

3 v *Charles Wookey had accepted the invitation to attend and was present at the meeting.*

5 iv *Annual Report*

Adrian Child reported that he had started to gather information concerning the format of future annual reports. The timescale for the production of the report was discussed and it was noted that the collection of the statistical information ran from January to December; the report for 2008 should be published to coincide with its presentation to the CBCEW and CoR in November 2009, thus giving the opportunity to report on the implementation of the Review Policy and Procedure and the pilot of the Investigation Procedure.

**It was agreed** that the report should have less emphasis on statistics and more about the message of safeguarding.

**It was further agreed** that Adrian Child should report to the January meeting on proposed formats for the annual report. **(ACTION; ADRIAN CHILD)**

5 vi *Email addresses have been provided to CSAS*

A further request had been received from CSAS for the postal addresses of the members of the Commission. **This was agreed** subject to them not being made public or passed to any third party. **(ACTION; ROSE ANDERSON)**

6 ii *Independent Investigation*

Members of the subgroup reported that they would be meeting after the full Commission meeting.

6 iii *Training day for Bishops and Congregation Leaders*

Rose Anderson reported that two dates had been provisionally reserved at Hinsley Hall in March 2009, and that a room was available at Maria Assumpta in London any time during May 2009. **It was agreed** that two dates be provisionally booked at Maria Assumpta. **(ACTION:ROSE ANDERSON)**

Adrian Child reported that the Diocesan Safeguarding Coordinators (DSCs) and Officers (DSOs) had requested that they be present at the training day.

After discussion **it was agreed** that the training day be for Bishops and Congregation Leaders only, but that future meetings could be arranged for the DSCs and DSOs to attend also. It was suggested that these could be arranged on a regional basis.

6 iv *Responding to those alleging abuse*

The Chair reported that despite several attempts it had been impossible to arrange the meeting with the Insurers. Rose Anderson reported that a further three potential dates had been offered, later in November. **It was agreed that** these should be considered after the meeting.

**(Post meeting note; this meeting has been arranged for 24<sup>th</sup> November 2008.)**

6 v *Work programme*

The Chair reported that Rose Anderson had started to plot the work of the Commission.

**It was agreed that** this should be circulated, once updated, after the meeting.

**(ACTION: ROSE ANDERSON)**

7 i *Venues for future meetings*

The Chair referred to the discussion at the previous meeting concerning the possibility of meeting in different parts of the country. The purpose of this would be to allow local groups to meet the Commission.

There was discussion about the way this would work and the following points were noted:

- Local Commissions/groups would know that the Commission was taking an interest in them
- The Commission must ensure that it hears what people have to say to them
- Input for setting the strategic direction should be from people "doing the job"
- There must be a clear purpose for this proposal
- Some commission members are already networking with the people in the Regions and Dioceses
- The Commission should be clearer about its work programme before holding meetings open to other groups
- Members should remember the need for transparency, including the publishing of the minutes of the meetings

**It was agreed that** the Chair and Valerie Brasse would prepare a paper for the next meeting.

**(ACTION: CHAIR & VALERIE BRASSE)**

7 iii *Administration*

It had already been noted that Rose Anderson would undertake the work of Secretary to the Commission until March 2009. Part of her role would be to assess the requirements of the post, in preparation for the post being advertised in March/April 2009.

7 iv *Media Advice*

The Chair reported on a meeting held earlier that day. The Chair and both Vice Chairs had met with a Public Relations (PR) Consultant to discuss the possibility of her acting as PR adviser to the Commission.

Whilst there was acknowledgement of the need for a review of the daily media and an independent source of advice for the Commission it was suggested that an adviser may not be called upon very often and therefore the cost of paying a retainer for one day of work per week was not appropriate. Members discussed alternate means of obtaining such advice.

It was noted that the Catholic Communications Network (CCN) provides twice daily reviews of the National and Religious Media and distributes this via email.

It was suggested that this service be used initially and the benefits reviewed.

**It was agreed** that there are two issues:

- Communications about the work and objectives of the NCSC
- How the NCSC would be supported in the event of needing professional media advice.

It was also noted that each Diocese deals with its own media issues and responds whenever there is an issue of interest to the media. It was also noted that the CSAS is not always notified by the Dioceses when there is media interest.

It was suggested that Diocesan Media Officers may be prepared to provide advice to the Commission. The Chair advised that at present he should be contacted in the event of any request for comment from the Media.

**It was agreed that** the Chair should discuss the issues with Alexander Des Forges of CCN, and that he should prepare a paper for the next meeting. **(ACTION: CHAIR)**

7 v *Website development*

The Chair advised that discussions were underway with a web development company, and that he had contracted them to develop the website for the Commission. The web developer would be attending later in the meeting. The principle of a public page and a members' page was being pursued.

Members discussed the need for transparency and the publication of the minutes and agenda on the public pages of the website. It was noted that some agenda items may be confidential and not appropriate for publication.

It was suggested that the meetings could be split into 2 parts, as is common in public bodies, the first part being the public section and the second the private section.

7 vi *Logo*

Rose Anderson reported that a meeting was being arranged with the company which designed the CSAS logo.

7 vii *Standing Committee for Policies*

The Chair referred to the previous meeting when it was decided that there should be a Standing Committee of the Commission for Policies.

There was lengthy discussion about the role of such a Committee and the powers of the Commission with regard to the approval of Policies and their notification to the CBCEW And CoR.

It is not the responsibility of the Commission to review existing policies as this is done by CSAS with the various Diocesan and Religious Commissions.

It was proposed that a committee should consider the following points and produce a flow chart of how the approval and ratification system should work:

- Existing policies and procedures and their continuous review on an annual cycle
- New issues which come to light and need a policy in a reasonable time frame
- Issues which require a "rapid" policy statement.

Charles Wookey undertook to prepare a paper for presentation at the extraordinary meeting of the Dept. of Christian Responsibility and Citizenship (CRC) with CSAS on 1<sup>st</sup> October, and this was accepted.

**It was agreed that** a Committee be formed and that membership be on a rotational basis.

In the first instance the members would be Jane Bertelsen, Kevin Caffrey, Eileen Dunn and Susie Hayward.

Their first action would be to prepare the flow chart described above.

**(ACTION; STANDING COMMITTEE ON POLICIES)**

*8 i Codes of Conduct*

There was nothing to report on this item.

*8 ii Safeguarding Terminology*

Adrian Child reported that the change from protection to safeguarding had raised questions from the Dioceses regarding job descriptions. He informed the Commission that he has commenced work on defining the task of the commissions (Diocesan and Religious), as required in the recommendations of the Safeguarding with Confidence report, and the resources they would require to undertake the task. He suggested that each of the Commissions would have different needs and require different resources to carry out the task and therefore it would not be possible to have standardised job descriptions, or a standard requirement for a Social worker in every Commission as the emphasis is now more on training and support, rather than a strong social work presence.

**It was agreed that** Adrian Child continue this work on behalf of the NCSC.

**(ACTION: ADRIAN CHILD)**

**5 The Review Process. Report on progress and implementation.**

5.1. Valerie Brasse referred to the paper "*The National Review Protocol*" which had been circulated prior to the meeting. She advised that there had been amendments to sections 3.14 and 3.17. **It was agreed that** "Deacons" should be included in para.1.1 and that there should be clarification that the Diocesan or Religious Commission would be responsible for the funding of Review panels (para 3.6).

**(ACTION: REVIEW SUB GROUP)**

**Subject to these amendments the Commission approved the Protocol.**

Valerie Brasse reported on the appointment of review panel members. A letter had been sent to the chairs of all of the Diocesan and Religious Commissions, inviting them to apply to be panel members. There had been six responses; four were Commission members, two were not. Four had been invited to interview. Three had been able to attend and of these two were suitable for appointment. The fourth person would be invited for interview. There had also been a number of nominations from the Canon Law society. Of the two lay appointees neither wished to chair a review panel.

Following discussion about the need for more people to be available for panels, including some of them to be suitable as chairs **it was agreed that:**

- an advert be placed for additional panel members, possibly in the Guardian or Times Law supplement, or on line for two weeks.
- a training session would be arranged for panel members

**(ACTION: REVIEW SUB GROUP)**

6 **Safeguarding Presentation.**

Adrian Child gave a presentation of the slides which had been shown at the road shows, to the Diocesan and Religious coordinators, officers and clergy.

7 **Parish Pack**

7.1 Adrian Child tabled copies of the draft "*Parish Pack*" which had been devised by a working group of diocesan coordinators, officers and parish representatives. He explained its purpose to members.

The pack included a folder with summaries of policies, including flow charts; documents for use in the parishes; a leaflet for parishioners and a card for volunteers.

The pack would be individually identified for each diocese, and supplied to the dioceses on a disc, which the dioceses would then have printed for distribution in hard copy format.

**The Commission approved the Parish Pack .**

7.2 Adrian Child advised the Commission that a working group is looking at the parish pack with a view to translating it for use in the Religious Congregations.

8 **E procedures**

Adrian Child gave a presentation, showing the electronic version of the national safeguarding policies and procedures. The policies and procedures had been reviewed and presented in electronic format so that they would be more easily accessible and understood.

There will be a log in procedure for diocesan and religious commission staff to access the system will be an approval date and the policies will be reviewed regularly in the policy review cycle.

9 **Induction Standards**

Adrian Child advised the Commission of this document which outlines the induction and training standards for everyone involved in the Church's safeguarding structure. This was developed with the assistance of a working group with representatives from diocesan and religious commissions and parish representatives. Adrian advised that the diocesan side had agreed to the standards, but that there were still some outstanding issues with the Conference of Religious and that there may be a separate document for them.

Adrian agreed to present a paper at the next meeting.

**(ACTION: ADRIAN CHILD)**

10 **Insurers/Charity Commission**

10.1 Adrian Child referred to the earlier discussion concerning the Insurers and responding to those alleging abuse.

10.2 Adrian Child advised the Commission of an ongoing issue between the Charity Commission and the Church. The Charity Commission had asked the Trustees of Dioceses to report any serious incidents potentially damaging to them. There is a particular interest in the Catholic Church and allegations of abuse. Adrian reported that at present all responses to the Charity Commission are being channelled through the solicitors Hill Dickinson. There is an issue of whether Commissions are able to give some of the information which may be protected under the Data Protection Act. The Charities Commission has requested copies of Risk Assessments from some of the dioceses.

It was suggested that the NCSC should contact the Charities Commission and advise them of the existence of the NCSC and its role. **It was agreed that** the Chair should arrange to meet with the Charities Commission and Hill Dickinson.

**(ACTION:CHAIR)**

11 **Report from the CSAS Management Committee**

The Commission noted the papers circulated prior to the meeting: Minutes of the Management Committee, held on 28<sup>th</sup> July 2008 and the Teleconference held on 30<sup>th</sup> July 2008.

In the minutes of the meeting held on 28<sup>th</sup> July the terms of reference of the group were laid out. There was discussion concerning section 1) of the terms of reference and the need to clarify the role of the full Commission ( with CBCEW and CoR) in setting the strategic plans of the CSAS, whilst the Department for Christian Responsibility and Citizenship may be involved in the setting of the operational plans where these involve other departments and agencies within the Bishops' Conference.

**It was agreed that** the terms of Reference be amended to read:

*"1) In the light of the requirements of the NCSC, and in consultation with the Conference of Religious(CoR) and the Bishops Conference to set the operational plans for the work of CSAS"*

**(ACTION: MANAGEMENT COMMITTEE)**

12 **Report on the Anglophone Episcopal Conference 2008 and nominations for 2009 conference to be held in Rome, 1<sup>ST</sup> to 5<sup>TH</sup> June 2009.**

Adrian Child referred to the paper circulated in advance of the meeting, and explained the purpose and value of the meeting.

The next conference will be held at the Vatican from 1<sup>st</sup> to 5<sup>th</sup> June 2009. He suggested that the Chair and Vice Chairs of the Commission should attend on behalf of the NCSC. Diocesan and Religious representatives attend on a nomination/ballot arrangement.

**(ACTION: CHAIR AND VICE CHAIRS)**

13 **Any Other Business**

13.1 **Financial arrangements for the NCSC**

The Chair reported that at present the accounts for the NCSC are managed by the Finance Department of the CBCEW and payments are authorised by Charles Wookey.. Mgr. Andrew Summersgill, General Secretary of CBCEW had suggested that they should be managed outside CBCEW, in order to maintain the independence of the NCSC. He had suggested a possible way forward in that they could be managed by CARITAS, an agency independent of CBCEW. With this arrangement the payment would be authorised by the Chair or the Secretary of the NCSC.

Following discussion **it was agreed that** the proposed arrangements be progressed.

**(ACTION:CHAIR)**

13.2 **"Non aligned" Religious Orders**

Jane Bertelsen referred to the large number of religious orders which were not aligned to the CoR - currently thought to be in excess of two hundred.

**It was agreed that** a paper be produced for discussion at the next meeting. **(ACTION:JANE BERTELSEN)**

14 **Website design. A presentation by John Harris, Online Business UK Limited**

The Chair advised the Commission that Jon Harris had been contracted to design the website for the Commission. Jon introduced himself and gave members an overview of his background. He had worked with a number of religious groups, including CoR and helped them to develop their websites.

Jon described the proposals for the website which would be a "contents management system"; i.e. it will be owned and updated by the owners/members, thus keeping it live and up to date. There would be links to other relevant sites and a "Contact us" section.

The site would include public information about the NCSC and members as well as its purpose and any public documents. There would also be a members only section, accessed by password where documents could be available for members to comment.

Jon referred to the 250 potential designs and invited members to look at a small selection of them. However it was agreed that a small group be formed to assist the Secretary of the Commission with the development of the website with Jon Harrison. It was agreed that Jane Bertelson and Susie Hayward would take on this role.

The Chair thanked Jon Harris for attending the meeting and for his help with this work.

**(ACTION: ROSE ANDERSON, JANE BERTELSON, SUSIE HAYWARD)**

**Date and time of next meeting:**

**Wednesday 14<sup>th</sup> January, from 11.00 to 16.00 in London**

**Venue to be advised**