

## Terms of Reference

### 1. Background

- 1.1 The National Catholic Safeguarding Commission (NCSC) was mandated by the Bishops Conference and the Conference of Religious at a joint meeting in April 2008, when both conferences accepted the recommendations of the Safeguarding with Confidence Implementation Group on the implementation of the recommendations of The Cumberlege Commission.
- 1.2 The NCSC whilst mandated by the Church acts as an independent body which sets the standards for safeguarding arrangements for children and vulnerable adults in the Catholic Church in England and Wales, and oversees their implementation on behalf of the Bishops Conference and the Conference of Religious.

### 2. Membership of the NCSC

- 2.1 The Chair of the Commission will be a lay person of seniority and with real credibility appointed by the Conference of Bishops (CBCEW) and Conference of Religious (CoR).
- 2.2 There will be two vice chairs, one an appointed member of the CBCEW and the other an appointed member of the CoR
- 2.3 The membership will include both lay and clerical representation:
  - Three Bishops ( one as vice chair) of which one should be a member of the Department of Christian Responsibility and Citizenship (CRC) with an oversight of the Catholic Safeguarding Advisory Service (CSAS).
  - Three representatives of CoR (one as vice chair), one of whom will be invited to join the department of CRC.
  - Three lay chairs of Commissions - two Diocesan and one Religious- elected by the Commissions to represent them
  - Four additional lay members with relevant experience and knowledge
  - One Canon Lawyer who is a Parish Priest
- 2.4 Members of the Commission will be appointed by the Chair and Vice Chairs. This will be carried out in an open and transparent process, including external advertisements.
- 2.5 Members chosen will represent a wide range of skills and experience, including safeguarding children and vulnerable adults, law and employment matters.
- 2.6 Members will be appointed to terms of 3 years, and will normally serve no more than 2 terms.
- 2.7 In the first instance appointments will be for two, three or four years to enable a rolling programme of replacement / appointment to take place.

### 3 Meetings

- 3.1 Meetings of the full Commission will be held at least quarterly
- 3.2 The meetings will be quorate with one half of the members present.

- 3.3 The Agendas and minutes of the meetings will be published, with the use of confidential annexes where appropriate.
- 3.3 The Director of the Catholic Safeguarding Advisory Service (CSAS) will be in attendance at NCSC meetings and provide expert safeguarding advice

#### **4 Activities of the NCSC**

- 4.1 The NCSC will set the standards for the safeguarding arrangements for the Catholic Church in England and Wales. It will also oversee the development and updating of national policies and hold diocesan and religious safeguarding commissions to account for the delivery of those standards.
- 4.2 The NCSC will make annual reports to the CBCEW and CoR about its progress in ensuring compliance with National policies and the implementation of the recommendations of The Cumberlege Commission. These reports will be open documents with the use of confidential annexes where appropriate.
- 4.3 The NCSC will, when necessary, commission the CSAS to undertake thematic investigations to assist in ensuring compliance with nationally agreed policies and in making reports to the CBCEW and CoR
- 4.4 The NCSC will produce an annual work plan. It will set up standing committees and working groups, of its members, in order to expedite its work. The Director of CSAS will be called upon to advise such committees and working groups.
- 4.5 In addition the NCSC will set the strategic work programme of the CSAS in consultation with CBCEW and CoR

#### **5 Administration**

- 5.1 Secretarial Support will be by a Secretary, appointed by the Chair and Vice Chairs, who will be responsible for arranging meetings, attending meetings, taking and typing minutes, writing draft papers and collating final papers, placing orders, arranging for payment of invoices. The secretary will also act as web manager for the NCSC website and be the central point of contact for all NCSC business.

#### **6 Finance**

- 6.1 The NCSC will be funded by the CBCEW and CoR. The NCSC will develop an annual budget for agreement with the CBCEW and the CoR prior to the beginning of each financial year.
- 6.2 The accounts will be held with CARITAS Social Action.
- 6.3 The NCSC will be directly involved in the formulation and negotiation of the CSAS budget each year through the membership of the Chair and Vice-Chairs on the CSAS Management Committee which is responsible for preparing the budget. The NCSC will also make a statement each year to both the Bishops Conference and CoR, prior to the Bishops consideration of the proposed CSAS budget, as to whether or not the NCSC considers the budget being presented is adequate for the tasks entrusted to CSAS.

Approved by CBCEW November 2009  
Approved by CoR March 2010