

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 14th September 2010 from 11.00 to 16.00
At: The Parish of Our Lady of Mount Carmel and St Simon Stock
41 Kensington Church Street
London W8 4BB

Present: Bill Kilgallon (Chair)
Bishop John Arnold
Sister Jane Bertelsen
Father Matthew Blake
Valerie Brasse
Kevin Caffrey
Sister Ann Cunningham
Bishop Peter Doyle
Susie Hayward
Bishop Declan Lang
Father Kristian Paver

In attendance: Adrian Child, Director CSAS
Carol Parry, Learning and Development Adviser, CSAS,
Peter Turner Safeguarding Officer, Westminster Archdiocese, for item 3
Pauline Butterfield, Safeguarding Coordinator, Shrewsbury Diocese for item 7 bii
Rose Anderson, Secretary, NCSC

1 **Apologies for absence**

Apologies for absence were received from Roger Bird and Philip Dand

2 **The Opening Prayer** was led by the Chair

3 **Diocesan Structures- Organisational Review**

The Chair welcomed Carol Parry and Peter Turner to the meeting. They referred to a paper which had been circulated prior to the meeting.

Peter reported that the group looking at the Diocesan Structures had met twice, with a further meeting scheduled for October. A number of "task and finish" subgroups had been formed to look at the recommendations of the initial review and it was hoped that the majority of the groups would finish their work by December.

Carol advised members that a logic model is being used to assist the groups to consider what is to be achieved, what needs to be done, what resources will be required and how the efforts are to be measured. The groups have also been provided with a briefing model, which will be used for their final report. All reports will be brought together into one document for submission to the NCSC. It was suggested that members be briefed at regular intervals, before the final report and also that further consultation with CBCEW may be required for recommendations 4, 5 and 10.

It was agreed that Carol would provide members with updates, prior to the final submission to the NCSC for approval **(ACTION: C. Parry)**

The Chair thanked Carol and Peter for their work on this item.

4 **Minutes of the meeting held on 8th June 2010**

These were accepted as a correct record, with the following addition:

Item 7b ii Preliminary Enquiry Protocol.

Adrian Child asked that "*this is an internal information gathering process*" be added to the list of points relating to the revised draft protocol. **This was agreed.**

5 **Matters arising from the minutes of 8th June 2010**

5a. **Action List: 8th June 2010**

3- Communications Strategy will take into account recent activity
(ACTION Chair and A Child)

4a-Diocesan Resources

Adrian Child advised members that the review of the diocesan structures was going well. He referred to a paper, circulated prior to the meeting, outlining the resources in each diocesan safeguarding office. The level of resourcing, and of the qualifications of the Coordinators and Officers varied throughout the dioceses.

5 –Code of Conduct

Jane Bertelsen advised members that she had worked with Charles Wookey to put together a proposal. This had been sent to James Hanvey S.J. for comment prior to it being discussed by a working group. IT was hope that the working group would complete the work by 2012.

6a- CSAS-IT

It was noted that the ongoing issue with IT would be discussed at the next CSAS Management Board.

5b. **Other matters arising, not already on the agenda.**

There were no further issues arising.

6 **CSAS**

6a **Management group – budget update**

Adrian Child referred tot he paper which had been circulated prior to the meeting and which showed two options for the 2011 budget.

Option 1 included additional hours for Administration Support. He advised that this proposal would go to the Personnel Committee in October and if approved it would then be costed into the full budget proposal for submission to the Trustees. He advised members that if the additional support was not approved then the work programmed for 2011 would be affected. Members noted that even with the additional hours the budget would be less than for the current year.

6b **CSAS Workload Tracker**

Adrian Child advised members that some items were on hold pending the decision by the Government on the Vetting and Barring Scheme.

Adrian also advised that the Safe environment policy review would commence soon and this would include Internal Risk Assessments. **Valerie Brasse agreed** to assist with this aspect of the review.

Religious Formation

Jane Bertelsen referred to a paper which had been circulated prior to the meeting, outlining the issues. Ann Cunningham reported that a meeting had taken place with Connie Burke, General Secretary, CoR and Chris Nolan, the coordinator at Buckton. It had been agreed that safeguarding would be included on the curriculum for the formation of religious, but that this should be delivered by Safeguarding experts.

It was noted that the Major Superiors are responsible for the Formation within their own Religious Congregations.

It was agreed that Ann Cunningham should continue the discussions with Connie Burke and Chris Nolan, and liaise with Adrian Child to identify who should deliver the training.

(ACTION: A Cunningham)

6c **Safeguarding Information Sharing Policy**

A draft policy had been circulated prior to the meeting. Members were invited to comment on the content. Carol Parry advised that the policy was for all of the dioceses, who will have the responsibility to provide training. She also advised that the draft had been sent to CCIA for comment. Members asked that the language be amended to include Church language and that reference is made to the Trustees.

(ACTION: C Parry)

6d **Definition of a culture of safeguarding**

A draft definition had been circulated prior to the meeting. This had been developed by the Task and Finish group looking at recommendation one of the Diocesan Structures Review.

Following discussion the definition **was agreed as follows:**

“The Catholic Church in England and Wales is striving towards a culture of safeguarding through its beliefs, values, attitudes and behaviour that together create an environment where all are safe from harm and abuse; where every person is encouraged and enabled to enjoy the fullness of life in Jesus Christ through the prayerful, caring, nurturing, supportive and protective endeavours of the Catholic Community, both individual and collective”

7 Sub Groups

7a Non aligned Religious- progress report

A copy of the progress report, which had been submitted to Porticus (the project sponsors), had been circulated prior to the meeting. Jane Bertelsen reported to members that following the collection of the data, discussion was under way on how best to manage it and keep it up to date. She advised that the subgroup had considered a number of options, but proposed that as the data base belonged to the NCSC it should be responsible for managing it. It had been proposed that the data base should be held on a secure section of the NCSC website, with the NCSC secretary and CSAS staff having access and the ability to amend and update the data. This would also include functions for email. It had also been suggested that the web master could carry out a twice yearly mail shot of all congregations listed asking them to provide updates in the data.

The cost of developing the web to accommodate the database would be met within the grant for the project. Running costs thereafter would be met by the NCSC.

It was agreed that the proposals should go ahead. **(ACTION: J Bertelsen and R Anderson)**

7b Policy

7bi Thematic Reviews

Members were asked for nominations to join the subgroup for Thematic Reviews.

(ACTION: ALL)

7b ii Preliminary Enquiry Protocol

The Chair welcomed Pauline Butterfield to the meeting for this item.

A revised draft protocol, together with comments from the CCIA Solicitor had been circulated prior to the meeting.

Pauline was asked to comment on the experience of conducting a preliminary enquiry.

She made the following comments:

- Timescales – the investigator needs time to carry out the preliminary enquiry. At the outset it is not possible to judge how much time will be required.
- The person accused must not be kept waiting
- Travelling time should be considered
- There may be several witnesses to interview.
- There should be structure for the supporting witnesses
- The investigator has to gain the trust of the witnesses
- There could be a problem if the witness had initially requested anonymity
- There should be guidance noted for witnesses
- There should be guidance notes for the accused person
- The Safeguarding Coordinator/Officers and the Appropriate Officer should be qualified and trained for the task
- The investigator should have access to legal advice, which should be agreed at the outset
- The investigator should have access to support/professional supervision which should be agreed at the outset as part of the contract.
- The investigator should have access to Canon Law advice, which should be agreed at the outset

Members discussed the points raised and **agreed that** further amendment of the protocol was required. **It was also agreed that** additional members were needed to join the subgroup. Kristian Paver and Valerie Brasse agreed to join the group.

(ACTION: Preliminary Enquiry Subgroup)

The Chair thanked Pauline for her feedback on the process and for her valuable contribution to the discussion.

7b iii Review protocol

The current version of the Review Protocol and a set of notes from the solicitor had been circulated prior to the meeting. **It was agreed that** these notes should be reviewed by the Review Subgroup of the Commission, and that the membership would now include Valerie Brasse and Kristian Paver. It was noted that a meeting of the members of the

Review Panels would be arranged in the near future when these notes would also be discussed. This would feed into the annual review of the protocol.

(ACTION Review Protocol Subgroup)

8 **NCSC Organisational issues**
8a **Membership of NCSC**

8a i **Report on the recent interviews for Lay Members**

The Chair announced to members that he would be retiring from the Commission at the end of the year and that the December meeting would be his last meeting. He advised that his resignation would be sent to Archbishop Nichols, President CBCEW and Fr Martin Shipperlee, President CoR. Arrangements to advertise the position were in hand.

The Chair then reported on the recruitment of Lay members to the Commission. 35 requests for application packs had been received. 20 applications were received and 8 candidates had been interviewed. There had been several strong candidates, and the panel had taken the strengths of current members into account when deciding who to invite to join as new members. Once the references had been received the new members would be appointed. It was noted that a number of the candidates would be considered for appointments at diocesan/parish level when vacancies occurred.
(ACTION: Chair and R Anderson)

8a ii **Induction for new members**

Jane Bertelsen led a discussion on the need to provide appropriate induction for the new members of the Commission, which would enable them to fully participate in the Commissions work. Carol Parry advised that an induction for diocesan commission members had been developed and this may be suitable for NCSC members. **It was agreed that** this should be considered and the induction should include:

- Meeting NCSC members informally to discuss the work and role of a member
- Meeting the CSAS Team
- A formal induction session.

It was also agreed that Jane Bertelsen, Susie Hayward and Carol Parry would produce the induction programme for new members.
(ACTION: J Bertelsen, S Hayward, C Parry)

8b **NCSC Workplan**

A copy of the Workplan, in a proposed new layout had been circulated prior to the meeting. The new layout was agreed.

8c **Budget report 2010 and Budget submission for 2011**

Copies of the Budget report for 2010 and the proposals for 2011 had been circulated prior to the meeting.

The report for 2010 showed income and expenditure to the end of August, with sufficient funds to meet expected expenditure to the end of the year. They also showed sufficient funds were available within the Porticus grant for the Non-aligned Religious project, to enable the development of the data base as discussed earlier in the meeting.

The budget proposal for 2011 had been submitted to finance at CBCEW in July and would be discussed at the Finance Committee before submission to the Trustees in October. The CBCEW at their November meeting would approve the final budget.

8d **Diocesan and Religious Commissions**

8d i **Regional Religious Commissions-Structures Report**

Adrian Child referred to the paper which had been circulated prior to the meeting.

The paper outlined the background to the review and the proposals for the future.

The Diocesan Structures were being reviewed as part of the cycle of reviews of all of the National Catholic Safeguarding policies.

There had been success in some aspects of the Religious Commission structure, particularly with training, a high level of commitment and expertise, however some shortfalls had been identified, and it had been agreed that they should form part of the overall review of Commission structures.

A "task and finish" group had been established to explore the current situation, examine possible models and consider some of the options for implementation. The options had been discussed at a meeting of diocesan coordinators and officers and had also been discussed at the CoR executive meeting.

The proposals – that there be Diocesan Commissions, to which Religious Congregations would align and an option for some Congregations to establish their own commission (as

is already the case) would now be submitted to the CoR General Meeting in October and the CBCEW meeting in November.

If the proposals are accepted the Commissions would have to revise their membership to include a member of a Religious Congregation.

8d ii **Protocol for attendance at meetings**

Susie Hayward referred to a paper which had been circulated prior to the meeting. Members had been visiting diocesan commissions over the last year; However the purpose of the visit was not clear at some of these meetings. **It was agreed that there should be a protocol for the visits so that Diocesan Commissions would understand the reasons, and their relationship with the NCSC.** (ACTION: R Anderson)

8d iii **Link members with Commissions.**

It was agreed that members should be linked with individual commissions, but that this should be discussed in December along with the draft protocol for visits. The programme of diocesan commission meetings would be reissued to members. (ACTION: R Anderson)

8d iv **Plans to meet with Commission Chairs**

This meeting would be arranged to take place in 2011.

(BK and RA)

(ACTION: Chair and R Anderson)

8e **NCSC website - Update and activity report**

Rose Anderson referred to the report which had been circulated prior to the meeting. The number of "hits" varied weekly from 88-160 in the previous 3 months, with the highest recorded just after the launch of the annual report.

There had been 23 "on line contacts" of which 4 required further information or follow up. A number of the other enquiries had been in relation to the annual report.

9 9a **Dialogue with Survivors of Abuse and work of ICAP**

The Chair reported on a meeting held with five survivor groups held on 27th July. The Chair along with Jane Bertelsen, Susie Hayward and Adrian Child had met representatives of NAPAC, MACSAS, Lantern Project, Survivors Trust and Oneinfour. The meeting had been positive and further meetings would be arranged to discuss the way forward.

9b **MACSAS Conference 11th Sept.2010**

Susie Hayward and Matt Blake had represented the NCSC at this conference. They reported that there had been a warm welcome to them at the conference. The presentations had included survivors sharing their experiences.

10 **Annual Report**

10a **2009/2010 press conference**

Adrian Child reported that the 2009/10 report had been produced on a tighter schedule than the previous year, but that this had worked well. The press conference had been well attended by journalists from the various media.

10b **2010/2011 statistical reporting**

Preparation for the collection of statistical data for 2010/11 will begin in October.

11 **Anglophone Conference 2011 – Rome**

The Chair reported that work was now underway for the planning of this conference which will be held in the Vatican from 30th May to 3rd June 2011. The focus will be on Survivors and Risk Management. Speakers have been invited and the delegate Conferences have been informed of the details and invited to send representatives. The John Jay Institute in the USA may give a presentation.

The delegates for England and Wales will be:

- NCSC Chair
- NCSC Bishop
- NCSC CoR representative (Jane Bertelsen)
- Adrian Child – Director CSAS
- Carol Parry, CSAS
- 2 Diocesan Representatives
- 1 Religious Representative

Claire Saltmarshe, CSAS and Rose Anderson will attend as organisers.

- 12 **Dates and times of meetings in 2011**
The dates were agreed as follows: 8th March 2011;14th June 2011; 13th September 2011; 13th December 2011.
(ACTION: All)
- 12 **Any other business**
There were no items of other business.
- 13 **Date and time of next meeting:** 14th December 2010 from 11.00 – 16.00

All meetings will be held at The Parish of Our Lady of Mount Carmel and St Simon Stock
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