

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the meeting held on Tuesday 14th December 2010 from 11.00 to 14.00
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
Roger Bird
Father Matt Blake
Sister Jane Bertelsen
Valerie Brasse
Kevin Caffrey
Sister Ann Cunningham
Philip Dand
Bishop Peter Doyle
Terry Grange
Elizabeth Hayes
Susie Hayward
Bishop Declan Lang
Father Kristian Paver

In attendance: Adrian child, Director CSAS
Carol Parry, Learning and Development Adviser, CSAS
Rose Anderson, Secretary NCSC

- 1 **Apologies for absence:** there were no apologies for absence.
- 2 **Opening Prayer;** the opening prayer was led by Jane Bertelsen.
- 3 **Welcome and Introduction of new members**
The Chair welcomed Terry Grange and Elizabeth Hayes, the newly appointed lay members to the meeting. All members were then introduced and a number of key questions about safeguarding were discussed.
- 4 **Minutes of the meeting held on 14th September 2010**
These were accepted as a correct record.
- 5 **Matters arising from the minutes of 8th June 2010**
 - 5a. **Action List:**
 - item 3 -Updates on Organisational review of Diocesan Safeguarding Structures.**
Carol Parry confirmed that members would be sent regular updates with progress on this review.
 - Item 6- Information Sharing Policy**
Carol Parry advised member that she had met with Kathy Perrin of CCIA to discuss this Policy
 - Item 8 - NCSC**
 - Induction for new members**
Carol Parry informed members that she had begun discussion on this and would bring a report back to the NCSC
 - Meeting with Chairs of Commissions**
It was agreed that this meeting should take place before the NCSC identifies which members will link with each Commission. However further work on the possible re-configurations of Commissions to be done before this meeting is called to maximize the use of time.
 - 5b **Other matters arising, not already on the agenda.**
There were no further items raised.

6 CSAS

6a Management group

The notes of the Teleconference held on 11th October and the minutes of the Meeting held on 6th December had been circulated prior to the meeting. Members discussed the budget allocation and rejection of the request for extra admin hours to be appointed by virement within the existing budget. Adrian Child informed members that he had been notified of the budget allocation for 2011 on 8th December. The figure allocated was not one of the options put forward during the budget discussions. Despite proposing extra Administrative hours for the CSAS team, which would be funded within the existing budget, the request had been rejected. He also expressed concern that the budget paper did not show the correct figures for the budget in previous years. Overall there was a budget reduction for CSAS. Members were concerned about the budget negotiation process.

6b CSAS Workload Tracker

Adrian Child tabled a paper showing additional CSAS workload for 2011. Members agreed that the work listed could not be postponed. In addition to their concerns about the budget members were concerned about the implications for meeting the workload plan without the additional hours.

It was agreed that the CSAS Management team should convene to progress the issues of budget, additional hours and workload, co-opting additional members as required.

(ACTION: CSAS Mgt Team)

6c Formalisation of Umbrella Body Working

A paper had been circulated prior to the meeting. Adrian Child advised members that the paper, which outlined the project brief, was for information. There was concern that there may be some independent groups receiving grants for their work from Church organisations, which may not have been asked to provide information about their safeguarding arrangements. It was suggested that grant awarding bodies should include such questions in the application process.

7 Sub Groups

7a Non aligned Religious- progress report

Jane Bertelsen and Rose Anderson reported that the first email/letter to all congregations had been sent out. This was to verify the information currently held. Of the 323 listed 90 were without email addresses. A verification exercise will be carried out every six months. Rose advised members that the data base would be placed on a secure section of the website for use by the NCSC, CSAS and CoR. It would be used as a reference for contact details, and for mail merge to notify congregations of developments in safeguarding. Training on its use would be taking place in January. The System Administrators will be Rose Anderson for NCSC and Sally Robinson for CSAS. When the Diocesan and Religious Safeguarding Commissions restructuring exercise is complete, those congregations not currently aligned to a Commission will be advised on how this alignment will occur.

7b Policy

7b i Thematic Reviews

This item was deferred for discussion during 2011

7b ii Preliminary Enquiry Protocol

A revised draft of the protocol had been circulated prior to the meeting. Adrian Child advised members that the revisions had been the result of a meeting of the subgroup, following legal advice. There had also been advice from Canon lawyers and the CCIA. Following discussion **it was agreed that** the subgroup would reconvene, make further amendments and then circulate the final version of the policy with a covering letter.

(ACTION: Subgroup and A Child)

There was further discussion on the role of the various insurance companies used by the Church and **it was proposed and agreed** that a meeting should be arranged between the insurers, representative of CBCEW preferably Archbishop Peter Smith, members of the NCSC and CSAS.

(ACTION: R Anderson)

- 8 **NCSC Organisational issues**
- 8a **Membership of NCSC**
 The Chair again welcomed the new lay members to the Commission.
Report on arrangements for the appointment of a new Chair of the Commission
 The Chair reported that the position of Chair of the Commission had been advertised and although there has been some interest it had not been possible to make an appointment and that the President of the Bishops' Conference and the President of the Conference of Religious had appointed Bishop Declan Lang and Sister Jane Bertelsen to progress this.
(ACTION: D Lang and J Bertelsen)
- 8b **NCSC Workplan**
 A copy of the Workplan had been circulated prior to the meeting. The updates were noted. Susie Hayward, referring to the attendance of members at conferences, asked if the opportunity could be given all members to attend one of the conferences at some point. The Chair advised that it was a requirement of the Episcopal Safeguarding Conference that the Chair should attend.
- 8c **Monitoring and Compliance**
 It was noted that CSAS were continuing with the programme of Diocesan Audits on behalf of the NCSC
- 8d **Budget report 2010, Budget submission for 2011 and Signatories for invoices.**
 A paper had been circulated prior to the meeting. Rose Anderson reported on the financial position at month 11, which showed that the Commission was in budget. She also advised that the budget for 2011 had been agreed at the sum requested of £34,050. Members were asked to agree to the addition of the two Vice Chairs to the list of authorised signatories for the accounts. **This was agreed.**
(ACTION: R Anderson)
- 8e **Diocesan and Religious Commissions**
- i Regional Religious Commissions-Structures Report (BK/JB)
 Jane Bertelsen reported that she had taken the paper on the restructuring of Diocesan Religious Safeguarding Commissions to the Executive Committee of the Conference of Religious. They had received it openly and agreed to consult with their members on the proposals. Ann Cunningham advised that the consultation had begun and the responses were being collated. Matt Blake advised that he would be attending a meeting of the CoR Advisory Group later in the week when the issue would be discussed further. It was suggested that CoR and CSAS should take this forward and possibly organise consultation meetings prior to the CoR AGM in March 2011, when the matter would be a main agenda item.
(ACTION J Bertelsen and A Child)
- ii Link members with Commissions and Protocol for attendance at meetings
 A paper had been circulated prior to the meeting. It had been agreed earlier in the meeting that this matter should be discussed with the Chairs of the Diocesan/Religious Commissions prior to the NCSC members being linked with individual commissions. It was also noted that there should be a clear process for link members to feed back any concerns they may identify.
- 8f **NCSC website - Update and activity report**
 A paper had been circulated prior tot he meeting. Rose Anderson reported that during the months of September October and November there had been 17 on line contacts via the website. Three of these related to safeguarding concerns. Members where advised that all three had been referred tot he appropriate Commission for follow up. A number of contacts had been from the media, in relation to the papal visit and others were general enquiries. The number of web hits had increased dramatically during the papal visit (545) with 250 in one day. It had been reported earlier in the meeting that a secure page is under development on the website which will hold the database of Religious Congregations and their safeguarding contacts.
- 9 **Visit of Pope Benedict XVI**
 A paper, written by the Chair, had been circulated prior to the meeting, outlining the involvement of the NCSC and CSAS during the papal visit. The Chair highlighted the work of CSAS staff during this time, particularly in relation to their work in response to the Channel 4 reports.

first The Pope met privately with a group of survivors of abuse. He also met with representatives of the NCSC, CSAS, CoR and safeguarding staff and representatives from the Dioceses and parishes. This was the time, during a papal visit that a meeting with safeguarding staff had taken place.

10 **Dialogue with Survivors of Abuse**

The Chair reported that there had been a very productive 1st working meeting with groups representing victims/survivors of abuse. A further 2 meetings had been arranged.

10 **Annual Report 2010/2011 timeline**

A paper outlining the timetable for the production, publication and press release of the 2010/2011 annual report had been circulated prior to the meeting. Members agreed that the timeline should be followed as proposed in the paper.

11 **Anglophone Conference 2011 – Rome**

Adrian Child and Rose Anderson reported on progress with the arrangements for the Anglophone conference. Sponsorship had been obtained to support delegates from the developing countries. The delegate list was oversubscribed and a waiting list had been formed and all of the speakers had been booked. The details of the programme were being finalised and would make provision to ensure the inclusion of the delegates and their work in the developing countries.

12 **Any other business**

There were no items raised.

13 **Date and time of next meeting:** 8th March 2011 from 11.00 – 16.00

Dates and times of future meetings in 2011

14th June 2011; 13th September 2011; 13th December 2011

All meetings will be held at The Parish of Our Lady of Mount Carmel and St Simon Stock 41 Kensington Church Street London W8 4BB

Presentation to Bill Kilgallon on his retirement as Chair of the Commission.

Following the meeting Bishop Declan Lang, Vice Chair of the Commission, thanked Bill for his work in establishing the NCSC, and prior to that his contribution to the Cumberlege Commission, and the Implementation Group. On behalf of the Commission he wished Bill every happiness in his retirement. Bill was presented with a framed photograph, taken during the meeting with Pope Benedict 16th.