

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

**Minutes of the Meeting
held on Tuesday 8th March 2011 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: Sister Jane Bertelsen (Chair for the meeting)
Roger Bird
Father Matt Blake
Valerie Brasse
Kevin Caffrey
Sister Ann Cunningham
Philip Dand
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
Lisa Markham (Hallam Diocesan Safeguarding Officer), for item 9

Appointment of the new Chair of the Commission

Declan Lang announced that the CBCEW and CoR had appointed Baroness Patricia Scotland as the new chair of the NCSC, and that a formal announcement would be issued in the next few days.

1. **Apologies for absence** were received from Bishop John Arnold and Bishop Peter Doyle
2. **Opening Prayer.** The opening prayer was led by Declan Lang.
3. **Minutes of the meeting held on 14th December 2010.** These were accepted as a correct record.
4. **Matters arising from the minutes of 14th December 2010**
 - 4a. **Action List:** Members noted the completed actions.
Item 8e Meeting with Chairs of Safeguarding Commissions.
It was noted that this would be arranged when Baroness Scotland took up post.
(ACTION: DL and JB)
 - 4b. **Other matters arising, not already on the agenda.**
Item 6b, page 2. Adrian Child asked for clarification on the reference to co-opting members to the CSAS Management Committee to consider the budget. Jane Bertelsen advised that it had not been necessary to do this.

Item 6c page 2. Valerie Brasse requested an update on the position with regard to Umbrella Body working. Adrian Child reported that a paper had been presented to the Department for Christian Responsibility and Citizenship and had been agreed.
Item 8 e, ii page 3. Members were advised that the arrangements for allocating link members to Diocesan Commissions had been deferred.

5 CSAS

5a Management group

The Minutes of the Meeting of 6th December 2010 were noted.

Declan Lang informed members that the meeting with the CCIA and Insurance companies would take place on 25th March. Archbishop Peter Smith will attend. He will emphasise that the Care of Survivors is a pastoral issue in the first place. Terry Grange will lead on this issue for the NCSC in the future.

Adrian Child advised members that the Staffing Review referred to in the minutes would focus on Eccleston Square in the first instance. CSAS would be reviewed later in the year, and the timing of this may affect the ability to set the budget. However Jane Bertelsen reminded members that the NCSC would set the proposed budget based on the agreed work plan.

Valerie Brasse referred to the IT review. Adrian advised that the review was now underway and a survey had been sent out to users.

Report from meeting 28th February 2011

Declan Lang reported there had been a discussion on the ability of CSAS to cover the work plan for the current year, given that CATEW had not approved the additional staffing hours. It had been proposed that the number of Audits be decreased.

It was noted that the Audits are carried out on behalf of the NCSC and therefore the invitations to participate should be sent from the NCSC and the Action plans from the various Commissions should be "signed off" by the NCSC

Report from the Teleconference held on 19th January 2011

Declan Lang reported on two items from the teleconference:

- *Safeguarding Arrangements for the Ordinariates*

He advised members that a meeting had been arranged with Bishop Alan Hopes, Adrian Child and Keith Newton, the Ordinary for the Ordinariate, to discuss their Safeguarding arrangements. They will be informed that they will have to operate within the Safeguarding Policies of the Catholic Church in England and Wales. It was suggested that the Ordinariate should appoint its own Safeguarding Commission as for any diocese.

It was noted that a number of ordinations will take place at Pentecost and that the ordinants will have to go through the checking procedures before then.

(ACTION: A Child)

Members were informed that Kristian Paver had been advising the Ordinariate on a number of Canonical Issues

- *The Catholic Education Service*

Declan Lang advised that there had been discussion about the systems for assessing safeguarding arrangements in Independent Catholic Schools

It was agreed that clarification should be sought on the roles of Ofsted and the CES in regard to this.

(ACTION: RA)

Vetting and Barring Scheme

Adrian Child reported that it is still not clear how the system will work as the outcome of Parliament's debate on the Freedom Bill is not expected until November. Though it appears that the Church's systems would not have to change. The Registration Scheme will be scrapped and there will be an online CRB system with portability.

Valerie Brasse advised that some anomalies in the Bill have been identified; e.g. it could be possible to be barred from one role but still work in a related role in the same area.

5b **Budget and Workload**

Declan Lang reported that he had attended a meeting with Fr Marcus Stock, General Secretary, CBCEW, to clarify who is the governing body of CSAS. It was agreed that the NCSC is the governing body, and as such, having determined the policies and workload for the CSAS should then work out a budget to achieve the work. This should be done bearing in mind the limited finances available. It had also been agreed that if CATEW were not able to fully fund the budget for the year ahead the NCSC should be advised before any budget is submitted to the CATEW Board and the Bishops for approval.

They had also discussed the accommodation for CSAS and agreed that this should not be reviewed again until 2014.

Valerie Brasse asked about the day to day management of the budget and was advised that this is the responsibility of the CSAS Management Committee. Jane Bertelsen advised that the budget process begins in May, and it would be necessary to spend significant time discussing this in the June meeting. **This was agreed. (ACTION: R Anderson)**

Adrian Child advised that the CSAS is happy to undertake the additional work requested by the NCSC, but the work plan would have to be rescheduled without the additional staffing hours requested for the current year. Two of the areas requiring high commitment of staff hours are the Diocesan Audits and Finance. The initial audits were planned to take place over three years, all to the same level of review. Following this they would be audited based on risk assessment of the initial audit. It was suggested that the NCSC consider recruiting an "Audit Panel". Adrian advised that within the workload tracker the following items were additional work requested by the NCSC:

- Insurance Protocols
- Preliminary Enquiry Protocol
- Work with Survivors of Abuse
- The Learning Needs Analysis
- Review of the Safe Environment Policy
- Safeguarding Structures for the Religious
- Diocesan Audits
- The Anglophone Safeguarding Conference 2011

Adrian reported that the appointment of the Panel for Preliminary Enquiry Protocol was almost complete. He also advised members that the CSAS had a fully constructed business plan for the year, and had the budget proposal, which involved virement of finance to increase staffing, been agreed then the workload could be met.

Declan Lang suggested that the priorities should be:

1. Work with the Survivors of Abuse
2. Safeguarding Structures for the Religious
3. Diocesan Audits

Following further discussion about the workload of the CSAS and the NCSC **it was agreed** that a Strategy day should be organised, with the new Chair , as soon as possible. (ACTION: Chair, Vice Chairs, R Anderson)

5c **CSAS Workload Tracker**

Adrian Child advised that there had been some amendments to the workload tracker- specifically in relation to the Learning Needs Analysis(LNA).

Carol Parry reported that the LNA had begun with an overarching group and a number of subgroups. She tabled a paper outlining suggestions for developing this work. She suggested that the work now required external input and proposed that a research project be developed with the following aim and purpose:

***Aim:** to explore the extent to which a culture of safeguarding is developing within the Catholic Church in England and Wales. The initial scoping work will inform a future collaborative, participatory research project for which external funding will be sought. The research will be designed to examine changes over time, and the extent to which change is evident.*

***Purpose:** to learn new insights that will inform the ongoing learning needs analysis so that appropriate learning strategies can be developed to enable the Church to move positively and purposefully towards a culture of safeguarding.*

Members discussed the financial implications and were advised that there would need to be a bid to a research body to fund this (Approx £50,000). **It was suggested and agreed** that the proposal be discussed at the Strategy Day.

6 **Sub Groups**

6a **Non aligned Religious- progress report**

A draft Policy for the management of the database of religious Congregations had been circulated prior to the meeting. Members approved the Policy.

6b **Policy**

A draft of the revised Review Protocol, together with draft Guidance notes had been circulated prior to the meeting. Adrian Child advised members that the Policy had been reviewed recently, in consultation with the Review Panel members and amended in relation to the timescales. Members were advised that the costs of carrying out a review are met by the Diocese or Religious Order. Costs to the NCSC are for travelling expenses when the Review Panel members attend the annual review/training. Rose Anderson confirmed that these costs to the NCSC were funded and recorded and identified in a separate budget line.

7 **NCSC Organisational issues**

7a **Membership of NCSC**

The appointment of Baroness Patricia Scotland as Chair of the NCSC had been discussed earlier in the meeting.

It was noted that Sr Ann Cunningham would be stepping down from the Commission as representative of the CoR Executive and that this was her last meeting. She was thanked for her contribution to the NCSC. Members were advised that the CoR Executive would appoint a member to replace Ann at their AGM At the end of March.

Members whose first terms of office would expire in July were Bishop Peter Doyle, Sr Jane Bertelsen, Susie Hayward and Kevin Caffrey.

All were eligible for a second term of Office.

Susie had already expressed a wish to continue into a second term, and as a Lay Member had been reappointed by the vice chairs.

Kevin Caffrey, as a representative of the Chairs of Diocesan Commissions, also expressed a wish to continue. **It was agreed that** the Chairs of all Diocesan

Commissions should be informed of this. They would also be able to make additional nominations should they so wish. If additional nominations were received an election would be held..

(ACTION: R Anderson)

Peter Doyle had expressed a wish to continue and this had been agreed by the standing committee of the CBCEW.

Jane Bertelsen's reappointment was subject to agreement with the Executive of CoR.

7b NCSC Workplan

Members noted the contents of the Workplan which had been circulated prior to the meeting.

7c Monitoring and Compliance

This had been discussed under item 5 CSAS earlier in the meeting.

7d Budget report 2010, Budget report for January 2011

Rose Anderson referred to two budget papers which had been circulated prior to the meeting. The first outlined expenditure in 2010 and showed the NCSC to be within budget. The final accounts for 2010 are subject to audit, and then approval by CATEW. The second paper showed expenditure for January 2011. Members accepted the reports.

7e Diocesan and Religious Commissions

i Organisational Structures for Dioceses and Needs Assessment Tool

Carol Parry referred to the papers which had been circulated prior to the meeting and reminded members that there had been a number of phases in which consultation had taken place. She advised that during the recent consultation phases there had been suggestions to amend the wording of the definition of a culture of safeguarding. After discussion **members agreed that** the original definition should stand.

Referring to the papers Declan Lang suggested that the information should be communicated in a simpler fashion. Members also suggested that the paper was about policy and should be presented in Policy format and sent to the Policy Subgroup before submission to the full meeting of the NCSC. There should also be a clear separation of policy outcomes. It was agreed that Valerie Brasse and Susie Hayward should be involved in discussion with Carol Parry for these amendments and that the Policy would be available for the June meeting of the Commission. Phil Dand reminded the members that there should be reference to the relationships with the Statutory Authorities.

(ACTION: V Brasse, S Hayward and C Parry)

ii Regional Religious Commissions Structures and Report from meetings with Religious

A paper had been circulated prior to the meeting and an additional paper was tabled.

Adrian Child and Jane Bertelsen reported on the two consultation meetings with the Religious concerning the proposal to move the Religious Safeguarding Structure into the Diocesan Safeguarding Structure. A programme for the implementation involved considerable work over a 6-12 month period. The representatives of the Religious had expressed concerns over the proposals and some favoured setting up a greater number of Religious Commissions. However the resources for this would not be available.

There had been no formal feed back from the Dioceses but in discussion they had been generally accepting of the proposals. In many Dioceses the Religious and Diocese were already working well together.

Ann Cunningham advised that the proposals would be discussed by the CoR Executive later in the month, and that there was some concern about the position of the Religious within a Diocese. To alleviate this concern it was proposed by the members that a letter from the Bishops' Standing Committee be sent to the CoR executive.

Members were reminded that the proposals would strengthen the "one church" approach.

Members discussed the options and **it was agreed that** the NCSC should write to the CoR Executive stating that:

- The current safeguarding arrangements for Religious are leaving many Religious Congregations in a vulnerable position
- The NCSC would like to see the new structure in place by December 2011, with an implementation phase of six months ensuring new structures are in place by mid 2012
- The NCSC invites CoR to discuss
 - How this project will be funded in terms of start up costs and then on-going costs
 - How Religious Congregations can be further engaged in the process to ensure ownership and engagement in any new structure

(ACTION: D Lang & J Bertelsen)

7f NCSC website - Update and activity report

Members noted the contents of a paper which had been circulated prior to the meeting.

7g National and Diocesan Directories.

At a previous meeting of the NCSC concern had been expressed regarding the accuracy of some of the entries in the Catholic Directory. A paper, circulated before the meeting, outlined some of the concerns of Bishops regarding this.

It was agreed that a contact name for the Catholic Directory should be identified and that the NCSC should write to express these concerns

(ACTION: D Lang, J Bertelsen & R Anderson)

8 Dialogue with Survivors of Abuse

Jane Bertelsen welcomed Lisa Markham (Hallam Diocesan Safeguarding Officer) to the meeting.

Lisa discussed the work in Hallam Diocese regarding the support of survivors of abuse.

She reminded members that 1 in 6 children experience some form of abuse and 1 in 4 women and 1 in 6-8 men have experienced some form of sexual abuse as a child. Many people are concerned about raising the issue and opening wounds, but the victims/survivors need support, counselling and pastoral care. In Hallam Diocese the survivors are seen as people with expertise and can advise on how help can be offered. A number of people came forward in the Diocese to offer their expertise and have become members of a group of experts and survivors. They also assist with training on responding to abuse. Support of survivors is a regular agenda item on the Diocesan Commission's agenda. Lisa gave examples of some of the experiences shared by the survivors. The Bishop had written 2 pastoral letters on safeguarding and a newsletter "Church safe" had been developed for volunteers within the Diocese.. in 2012 a Road show, visiting every Parish was planned.

Members asked for information on the workings of the advisory group. Lisa explained that it is an informal group, but with terms of reference. The members are asked for their opinions and used for scoping exercises. Members are not involved in ongoing cases. Lisa was then

informed of the ongoing work between CSAS, the NCSC and Survivor group representatives and suggestions that there should be a care pathway for victims/survivors with trained "listeners" in every Commission Office, leaflets in every parish and information packs to be given when people come forward to disclose.

It was agreed that this should be an item for discussion during the proposed Strategy Day.

Lisa then gave a report on the meeting of Survivors of Abuse with His Holiness Pope Benedict XVI during his visit to the UK in September 2010.

Jane Bertelsen thanked Lisa for her contribution to the meeting and her assistance in organizing the meeting with the Pope.

9 **Annual Report 2010/2011**

Adrian Child reported that the Annual Report was being compiled and the statistics were being collated. He advised members that there had been an increase in reported cases during 2010. Members would receive a draft of the report during May, and it was due to be published in July.

10 **Anglophone Conference 2011 – Rome**

Rose Anderson reported that the arrangements for the conference were well under way; all delegate places had been filled and all of the speakers booked.

11 **Any other business**

There were no additional items for discussion

12 **Date and time of next meeting:** 14th June 2011 from 11.00 – 16.00

Dates and times of future meetings in 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.