

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the Meeting held on Tuesday 6th March 2018 from 11.00-16.00
At: Hinsley Hall, 62, Headingley Lane, Leeds LS6 2BS

Present: Chris Pearson (Chair) CP
Marcus Stock MS
Paul Mason PM
Mark Davies MD
Lyndsay Spendelow LS
Elizabeth Manero
Mick Walker MW
Stephen Spear

In attendance: Colette Limbrick, CSAS
Bernadette Speakman, Secretary NCSC

Apologies for absence were received from: Rachel O'Driscoll, James Boner, Brendan Killeen, Philomena McCLusky, Dave Marshall, Kathy Perrin, Lindsay Voss, Peter Houghton.

1 **Introduction and welcome**, Chris Pearson

2 **The Opening Prayer** was led by Marcus Stock

3 **Members declaration of Interests and statement of Confidentiality**
There were no declarations made. Confidentiality was agreed.

4 **Minutes of the meeting held 5th December 2017**
Minutes for item 7a and non-aligned orders: to amend "executive meeting" to: *there is to be an EASG meeting the following week and this will be reported on in the June NCSC meeting.*

Item 7aiii to include an additional comment to the effect that Chairs of Diocesan Safeguarding Commissions had already made arrangements for peer support.

6 **Matters arising from the minutes of 5th December 2017**

6a Action list update. CP suggested that for future meetings, it might be useful to have the action list projected onto a screen to enable actions to be entered contemporaneously. In addition, completed actions should be archived in a separate document. This idea could be possible at Hinsley Hall, as those facilities are already there and can be booked. This is also the case at Eccleston Square, however, the next two meetings in London are at Archbishops House, therefore this will need to be checked.

Additional amendments were also made to the current action list and noted which items now to remove as completed. CP suggested that an archived list be produced.

(ACTION BS)

7 **Items to be noted CSAS**

7ai CSAS Workplan and Tracker

Item 11-it was reported by EM that the policies have now all been circulated, however there had been a few delays due to Tri-X problems which have now been resolved. CL reported that the entire manual review was almost at completion, and will be updated as soon as possible.

7aii Educare pathways. CL reported that these were issued as guidance with proposed timescales. However, some candidates may decide which modules to complete based upon local flexibility to needs, eg for Bishops, clergy, religious orders. EM suggested that local information might be added as this isn't covered at the moment, and that a suggested timescale could be offered for example "within three months"

7aiii Guidelines for Diocesan Pilgrimages have been produced which are compatible with legal requirements. CL will check with Pilgrimage Directors regarding review dates, and adherence to the control version issued by CSAS.

(ACTION CL)

7aiv Draft procedures for blemished DBS disclosures. CL gave an explanation of the three drafts, and that Diocesan SC's had been consulted. MW had found the document very helpful and commented that it should be agreed as a means to deliver specific information around managing risk. There is now more clarity regarding responsibilities which should negate the involvement of both CL and CP.

7av Temporary Ministry Issues and Celebrets. The paper written by Fr Chris Thomas was discussed by Bishops and the procedure was approved. CL requested confirmation of full agreement of all Bishops and MS confirmed that some dioceses were exacting stronger requirements. It was commented that it is necessary to define where Celebret ends and testimonial begins. In addition if there is an issue arising during the temporary ministry, then the issue is referred back to their own bishop or religious superior. CL will discuss the issue with Fr Thomas regarding overseas priests or religious.

(ACTION CL)

7b NCSC

7bi Budget report. End of Financial year.

BS referred to the paper circulated prior to the meeting and confirmed the underspend so far for the financial year, although some invoices are yet to be received and processed. There was some discussion regarding the use of Box 91 for mail, and whether to continue with this process, or to have the CBCEW post box, but no final decision was agreed at this time. The current contract runs for a further year, and was initially commenced in order to maintain and demonstrate the independence from CATEW. In addition all current paperwork, cards etc contain the Box 91 number.

7bii Website report

Members noted the report which had been circulated prior to the meeting. It was suggested that a comparison with 2016 contacts be made which may have arisen as a result of IICSA

(ACTION BS)

8

Items for Discussion/Agreement

8a Strategic Business Plan

The previously circulated document was presented by the Chair with an intention to gain agreement and sign off today. Following discussion, a small amendment was agreed:-Item 6 of Operational Objectives to be amended to include "child and adult victims and survivors". It was also agreed to facilitate inclusion of the Pastoral Support

Service within the Business Plan. The document will be located on the NCSC website following presentation to Bishops.

(ACTION CP/BS)

8b Supervision Audit Report

The previously circulated document was presented by CL with discussion relating to resources available on commencement in post. This included the local authority, their professional body, and an induction in place. This is worked out according to individual needs. CL agreed to include a section confirming requirements. It was suggested that an anonymized report be produced, with recommendations, and that this should be accompanied by a covering letter from the NCSC, which clarified the requirement and was supported by Bishops, Commission Chairs, Co-Ordinators, and religious leaders.

(ACTION CL)

8c Pastoral Support Service

The Chair provided an update on progress so far. The Church of England has now appointed a project manager with extensive experience of project development and implementation across a wide sphere of activity. The Church of England has also been allocated a grant and there is now a joint Management Board between both denominations, leading to the formation of a Christian approach. There are plans to develop a joint vision statement; survey current available services; possible workshops to consider legal and contractual issues. As the Church in Wales is different, an approach is to be made to the in order to develop a tri-partite agreement for inclusion. The Church of England have already titled their project "Safe Spaces", prior to our proposed joint approach and this had been suggested by their Survivor members. This is still under discussion. The Chair will keep members informed of progress.

(ACTION CP)

8d Draft protocol for communication and co-operation between Safeguarding Commissions

There was discussion of the previously circulated document which is designed to clarify arrangements and closely support practice. It was commented that the complexity of some issues which are shared may cause confusion. However, CL recommended a review after one year, and that the document be signed off, with review dates would be agreed at safeguarding co-ordinator meetings.

(ACTION CL)

8e Testimonial of Suitability and Celebrets

This item was discussed in item 7av

8f QAF

CL reported that the last Diocesan audits were in 2013. There is a framework already in place and implementation of policies as a factor in prevention of risk will be part of this. CL will develop a methodology for this with the possibility of commissioning an outside agency, as have the Church of England. MS commented that the Bishops would support this approach.

(ACTION CL)

8g Proposed skills audit to support the role of the co-opted Diocesan Safeguarding Co-ordinator

The Chair indicated that the terms of reference for this post may change. Chair to discuss with PH on the best way forward.

(ACTION CP/PH)

8h September Awayday Hinsley Hall Leeds

BS confirmed that the NCSC meeting would now be held on the Monday 3rd September with the usual meeting times. The Awayday will be held on Tuesday 4th September with a 09.30 start. There is accommodation booked for the Monday night, however on booking last year, there were only 18 rooms available. BS will check if more have been released, but as potential speakers may need to be accommodated some members may need to stay at local hotels. There is no accommodation at Hinsley Hall on Sunday nights. Two speakers have already been arranged, however other ideas/suggestions for the day will be welcomed.

(ACTION ALL)

8i SAP report

In his absence DM had submitted an update paper which had been circulated. This also included the report produced by Fr Andrew from the SAP, which the Chair indicated that he would discuss this with DM. As there are some vacancies on the SAP, DM and CP will discuss the best way forward to recruit more members.

(ACTION CP/

9 **Any other business**

There was no other business to report.

10 **Date of next meeting- 5th June. Archbishops House, London**

Dates of meetings 2018

5th June 2018-The Lower Library, Archbishops House, Ambrosden Ave., London
3rd Sept 2018-Hinsley Hall, Leeds-NCSC Meeting
4th September Awayday Hinsley Hall, Leeds
4th December 2018- Lower Library, Archbishop's House Ambrosden Ave., London

Please note overnight accommodation has been booked at Hinsley Hall on the evening of Monday 3rd September, for members attending the awayday the following day. Please confirm with BS as soon as possible if you are attending

and wish to be booked for one of these rooms. There is no overnight accommodation at Hinsley Hall on Sundays, therefore separate arrangements will be required if planning to arrive on the Sunday