

DRAFT MINUTES – National Catholic Safeguarding Commission – Part 1

Monday 02 September 2019 – 11.00 – 16.00

Hindsley Hall, 62 Headingley Lane, Leeds LS56 2BS

Present: + Mark Davies (MD)
Nicholas Edmonds-Smith (NES)
Peter Houghton (PH)
Brendan Killeen (BK)
Elizabeth Manero (EM)
Rachel O’Driscoll (ROD)
Chris Pearson (CP) – Chair
+ Marcus Stock (MS)
Mick Walker (MW)

In attendance: Christine Edgar (CE) – CSAS Manager
Anna Gebski (AG) – NCSC Secretary (Minutes)
Colette Limbrick (CL) – CSAS Director

Apologies: Eileen Glancy
Dave Marshall
+ Paul Mason
Kathy Perrin

1. Apologies for absence

Apologies were accepted as above.

2. Introduction and welcome

The Chair opened the meeting with a welcome to everyone especially Fr. Nicholas Edmonds-Smith who has joined the Commission as a representative of Conference of Religious. Everyone introduced themselves.

3. Opening Prayer

ROD lead a prayer in memory of Nora Quoirin and for all those with learning disabilities and working with people with learning disabilities.

4. Members declaration of interest and statement of confidentiality

There were no declarations made. Confidentiality was agreed.

5. Minutes of the meeting held on 04 June 2019

These were agreed with the following amendments:

- I. **Point 9a:** addition to last line for review of the general position.

The minutes were accepted by the Commission.

6. Matters arising from the minutes of the meeting 04 June 2019

EM expressed concern that the Canon Law Society were not responding to formal requests. CP confirmed that the matter has now been settled and BK will continue to be the Canon Lawyer on the Commission having received approval from his Diocesan Bishop. As an invited member he does not have a set term of office. CP will inform the Canon Law Society of this decision.

6 a - Action Updates (where not on the agenda)

- Action 1:** Business Plan to be reviewed as part of the development day 03 September 2019. Remaining items for action during December 2019.
- Action 10:** CL to update procedures on child abuse images and upload to CSAS website.
- Action 11:** Lourdes Baths procedures: There is now a Lourdes Shrine Director located in Lourdes who will be reviewing the safeguarding procedures for bathing during a pilgrimage. The NCSC position outlined in letters to Commission Chairs and Bishops from February and May 2019 is unchanged. The Commission agreed that CL will follow up with Safeguarding Co-ordinators to ensure guidelines are being followed.
- Action 16:** CL and KP are still to meet to discuss safer recruitment policy and procedure for volunteers.
- Action 17:** CL will follow up with Fr Chris Thomas and inform the Commission of the progress of obtaining approval from Rome for the document outlining how to deal with complaints against Bishops and Religious leaders.

7. Items for information, to be noted

7 a - CSAS

7 ai – CSAS Staffing

- CL gave an update on CSAS staffing. One new administrator has been appointed and there is still a vacancy to fill for another.
- The advert for the post of Training Officer has gone out and interviews will take place after the applications have been reviewed.

7 aii – CSAS workplan and tracker

- CL shared the workplan tracker with the Commission
- CL confirmed that the IICSA statements required by the inquiry take up an enormous amount of time. Members agreed with CL and expressed a feeling of isolation around the directives for providing responses and the time constraints on volunteers.

7 aiii – Information Sheet: Trafficking and Modern Slavery

- This information sheet is now on the CSAS website in the resources section which is expanding as new documents are added.

7 b – NCSC

7 bi – Budget Report

- CP has still been unable to get a budget outline in the format he would like to see it so that expenses are grouped clearly. CP will arrange a meeting with CaTEW finance to discuss a suitable format. MS will also raise this issue with Fr Chris Thomas. Once obtained CP will forward to members before the next NCSC meeting.

7 c – SAP

7 ci – SAP workplan

- DM prepared a report which was included in the meeting material.
- EM is now the link member for NCSC/SAP and will be attending the next meeting.
- SAP is a sub-group of the NCSC and procedural norms should be followed in all communications. SAP members are being asked directly to support events. The financial implications of this needs be considered within the SAP Review.

7 cii – SAP Review update

- Baroness Sheila Hollins has started the review. A survey has been sent out. Some Members confirmed that they have not yet received the link. AG will contact review team to arrange a resend of the survey.
- **Post meeting note: this was actioned immediately after the meeting.**

8. Items for discussion/agreement

8 a - NCSC Terms of Reference

- Members suggested further amendments around term of office and recruitment to ensure valuable skills are sought and retained. ROD and AG to work further on the ToR.
- Members considered annual appraisal for each member so that individuals had an opportunity to consider their contribution. This could be based on a set of prepared questions and a teleconference with the Chair. Members considered this a valuable proposal, but no decision was reached.

8 b - Safeguarding Commission representative – Person Spec and advert

- ROD and AG will work on strengthening the ToR and Person spec.
- Members discussed the skills required to complement those already within the Commission. Strengthening the Commission with professionals in the field of survivor experience and dealing with perpetrators were two areas considered and agreed. The current person spec should reflect this
- Members considered the importance of digital aspects of safeguarding through social media and digital platforms. CP will discuss this with the CaTEW Comms department.

8 c - Updated Policy and Procedure following Vos estis Lux Mundi

- CL updated Members and confirmed that BK has updated the policy part of the document and is awaiting a review of the procedures part. CL will follow up with Fr. Chris Thomas and ascertain a timescale for the final draft of the document which will then need to be presented to the Bishops.

9. Updates

9 a - Draft General Decree

- This document is now with the Congregation of Bishops in Rome and a response is hopefully due by mid-October. The last Bishops' Conference of England and Wales gave their unanimous consent to the document which was developed with input of a survivor's perspective. If this is agreed by the Congregation of Bishops in Rome it will be the first such document for a Bishops' Conference and the requirement to report safeguarding issues of Bishops and Religious Leaders to the authorities will be set in Canon Law.

9 b – Model Constitution for Diocesan/Independent Safeguarding Commissions

- EM has produced a final form which will go to the Bishops' Conference of England and Wales in November. Once this has been approved there will be a mandatory piloting of the form. CP thanked EM for her work on this document.

9 c – Safe Spaces Update

- The tender responses are being currently reviewed and the successful applicants will be asked to present in front of a panel. Appointment should be at the end of September. CL and MW as well as two SAP members are on the panel.

9 d – NCSC Independent Review Update

- Ian Elliot has been appointed to lead the Review Panel. A confirmation meeting is taking place next week where other support will be considered including a Canon Lawyer and Financial Advisor. The resulting report from this review will address the Catholic Church's current safeguarding arrangements and structures, outcome actions and prevention methods.
- The report will be completed in 2020.

9 e – IICSA Update

- NCSC Members have been providing statements for the Inquiry and updating them as requested. Deadlines for statements do not consider the volunteer nature of the NCSC membership and are proving very demanding.

9 f – Non-Aligned Orders Update

- CL ran through the list of non-aligned Religious Orders. The review of these is strongly supported by Eileen Campling. Some Orders are still struggling to accept the need for alignment.

- When the proposal for the alignment of Orders to diocese as an unnegotiable requirement for ministry is supported by the confirmation of a Recognitio, alignment will be fully enforceable.
- The agreement signed by Religious Orders needs to be reviewed to ensure that it reinforces the clear expectations under alignment.

9 g – Website Update

- The framework for the new website has been confirmed and copy sent to the designer to populate. Whilst this is being developed the existing provider is still hosting the NCSC website.

9 h – Leaflets Update

- SAP expressed some concerns about the imagery used in the leaflets. This has now been revised and will be produced.
- KP is in the process of checking the leaflets:
 - Subject Allegations
 - Safeguarding Strategy
 - Hurt by Abuse

10. Any other business

10 a – CaTEW expenses policy

- Members were presented with the policy which should now be followed. SAP members are to be informed at their October meeting.

10 b – NCSC Meeting dates

- These were confirmed as below.

10 c – Catholic Archdiocese of Sydney material

- Documents were made available to Members to review prior to the meeting. These materials are very a very good guide on which to build on as resources available through CSAS. MS is preparing a Code of Conduct for the Bishops' Conference of England and Wales. CL will use some of the material for volunteer posters.

Dates and venues of future meetings:

Tuesday **03 December 2019** – Lower Library, Archbishop's House, London – 11.00 – 16.00

Wednesday **04 December 2019** – 39 Eccleston Square, London SW1 1BX – 10.00 – 15.00

Tuesday **03 March 2020** – Hindsley Hall, 62 Headingley Lane, Leeds – 11.00 – 16.00

Tuesday **02 June 2020** - 39 Eccleston Square, London SW1 1BX – 10.00 – 15.00

Monday **07 September 2020** - Hindsley Hall, 62 Headingley Lane, Leeds – 11.00 – 16.00

Tuesday **08 September 2020** - Hindsley Hall, 62 Headingley Lane, Leeds – 09.30 – 15.00

Tuesday **01 December 2020** - 39 Eccleston Square, London SW1 1BX – 10.00 – 15.00