**PORTSMOUTH DIOCESAN SAFEGUARDING COMMISSION**

**Minutes of Meeting held on Wednesday 14th November 2018 at 1.30pm**

**Venue: St. Edward the Confessor, 191 Winchester Road, Chandlers Ford, Hampshire SO53 2DU**

**Present**: Paul O’Driscoll (PO’D) (Chair), Sister Elizabeth McCormack (Sister EMcC), Fr PJ Smith (Fr PJS), Fr. John Lee (Fr JL), Kate Burke (KB), Meta Muncaster (MM), Paul Neary (PN), DS Ian Mears (DS IM) & Hereward Drummond (HD).

**In Attendance**: Angela McGrory (AMcG) & Soraya Ciccarone (SC) (Minutes).

**PO’D** welcomed everyone to the meeting and Father JL led with a prayer.

**Apologies** – Abbot Cuthbert Brogan (Abbot CB) & Fiona Matthews (FM)

1. **Minutes of Meeting held on 12th September 2018 (At St Bedes, Basingstoke)**

**Actions from Meeting:-**

**3) DSC Report**

PO’D said that all actions for AMcG will be covered under the ‘DSC Report’.

1. **Matters Arising (not on Agenda)**

**Police Representation at Commission Meetings** – AMcG proposed that going forward a new alternative Police representative, Liz Brunt, may attend the meetings when IM is not available. Either Liz Bruntor IM would attend. All agreed that this was acceptable.

1. **DSC Report**

***Non-Confidential***

**3.5 Diocesan Pilgrimage to Lourdes**

Fr PJS updated that a new operator had been appointed (Joe Walsh Tours). Fr has been in touch with David Walsh and has negotiated a very competitive rate for the trip.

Everything is now progressing with the new tour operator and the role description for those in a support role is also being finalised. There are two doctors and three nurses who have been recruited by Fr PJS attending and a new brochure for marketing purposes will be finalised by Christmas.

**3.6 Update/Progress - DBS RE-CHECKS**

AMcG reported that we are still inundated with DBS checks but Clergy rechecks are continuing to take priority. AMcG and Jane Green have agreed to review this in March and we may look at someone else coming in to assist with the volunteer recruiting. Fr PJS suggested an additional person to assist with data entry and MM said perhaps one of our Safeguarding Ministers could fill this role. AMcG will closely monitor this over the next few weeks.

**4) NCSC New Policies & Procedures**

No new policies noted.

**5) Any Other Business**

**CSAS Conference** – Fr JL asked if anyone else would be attending this? AMcG responded that she would be attending. MB would also be there but in a different capacity, with another colleague, and not linked to his Diocesan role.

**Archiving** – AMcG has turned her attention to the storage of all our DBS information and asked if anyone has experience of ’scanning’ documents into a format which makes storage easier. PO’D responded that this is labour intensive. Fr PJS said that he would discuss this further with AMcG as there could be some storage space available in Bishop’s House.

**Chief Operating Officer Post** – HD provided an update that we are now down to the last eight candidates with the aim of reducing this number to the final three. An interview date has been set for the 30th November in Portsmouth.

**Safeguarding Trainers** – KB wished to give a full affirmation of our safeguarding trainers. At a recent training session held in Pangbourne eighty people attended the CP and VA sessions held there and Maureen Wiltshire who had taken the day did an extremely good job throughout. Our other two trainers Val Croughan and Sue Smy also receive similar praise from their sessions and the team are doing some excellent work across the Diocese so a big thank you to them all.

**Commission Meeting Venues for 2019** – Father PJS advised that for the three Portsmouth based Commission meetings for everyone to come to Clergy House (The Parish part of Bishop’s House) and they would be redirected upon arrival to a meeting room.

**Commission Meeting Dates & Venues for 2019 (All meetings to start at 1.30pm)**:-

Wednesday 16th January – St Bede’s, Basingstoke

Wednesday 27thMarch – St Edwards, Chandlers Ford (New Venue)

Wednesday 15th May – St Bede’s, Basingstoke

Wednesday 17th July – Bishop’s House, Portsmouth

Wednesday 18th September– St Bede’s, Basingstoke

Wednesday 13th November – Bishop’s House, Portsmouth

The meeting concluded at 3.30pm with a prayer led by Fr PJS.