**PORTSMOUTH DIOCESAN SAFEGUARDING COMMISSION**

**Minutes of Meeting held on Wednesday 18th July 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) Abbot Cuthbert Brogan (Abbot CB), Fr PJ Smith (Fr PJS), Fr. John Lee (Fr JL), Stephen Morgan (SDM), Meta Muncaster (MM), Fiona Matthews (FM) & 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** – Canon Dominic Golding (Canon DG), Kate Burke (KB), Paul Neary (PN) & DS Ian Mears (DS IM).

1. **Minutes of Meeting held on 16th May 2018 (At St Edwards, Chandlers Ford)**

**Actions from Meeting:-**

PO’D overviewed the May meeting minutes and asked if anyone would like to raise anything? Any actions will be discussed during AMcG’s report and one action for Kate Burke.

1. **Matters Arising (not on Agenda)**
2. **DSC Report**

 ***Non-Confidential***

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

AMcG reported that the clergy re-checks are now underway as most clergy checks are over three years of age and the clergy do need this to be in place and up-to-date before they can then also get their Celebret.

**4) COC’s (Covenants of Care)**

MB will start on two days per week from September 2018. It has been agreed by MB and AMcG to trial this for six months initially to see if it suits both parties.

SDM said that the Safeguarding budget had been accepted by the Trustees as an area of work that requires funding without question and is a vital and necessary operation.

**5) NCSC New Policies & Procedures**

Previously circulated with the agenda/last minutes were the following documents from the NCSC (National Catholic Safeguarding Commission):-

* FINAL – Protocol for Communication & Cooperation between Safeguarding Commissions
* FINAL – Blemished DBS Disclosure Risk Assessment Form
* FINAL – Policy & Procedure for dealing with Criminal Record Check Disclosure Outcomes
* FINAL – Policy & Procedure for the Handling of DBS Related Complaints

AMcG asked if the Commission considered it important for them to go through these and any other new policies and procedures when they are introduced?

SDM responded that minor/major amendments to policies should be reported to the Trustees and should be included in AMcG’s report to Trustees as recommended by the Commission for acceptance by them.

All agreed that new policies and procedures should be included on meeting agendas and going forward to highlight the minor/major changes being recommended via email in advance of meetings to obtain Commission approval.

 **ACTION AMcG /SC**

The Commission meet every two months and minutes should be turned around in 28 days.

**6) Any Other Business**

**Letter from Canon Dominic** – PO’D said that he had received a letter from Canon Dominic in which he had written that he would be stepping down from the Commission but wanted to thank everyone and especially AMcG for their professionalism, care and expertise. PO’D will write formally to thank Canon DG for his letter.

**ACTION PO’D**

AMcG said that Fr PJS will now be the link to the Bishop’s Council and also between the Commission and the Trustees.

SDM said that he would also be stepping down as is taking-up a new post in Macau, southern China and this will be his last meeting. SDM said that he had very much enjoyed being part of the Commission over the years and for the great expertise shown by the whole team.

One recommendation for the Commission will be to consider a link to the Insurers as this is not an area covered by HD as the new Secretary to the Trustees.

**ACTION ALL**

The meeting concluded at 4.05pm with a prayer led by SDM.

**Meeting Dates & Venues for 2018 – All Meetings to start at 1.30pm**

Wednesday 12th September (St Bede’s, Basingstoke)

Wednesday 14th November (St Edward the Confessor, Chandlers Ford)