

An update on the work of the Past Cases Review Implementation Group

Contact Name and Details	The Revd Helen D Cameron Assistant Secretary of the Conference asc@methodistchurch.org.uk
Status of Paper	Final
Action Required	To receive the report
Draft Resolutions	62/1. The Council receives the report
Alternative Options to Consider, if Any	None

Summary of Content

Subject and Aims	To update the Methodist Council on the implementation of the Past Cases Review report
Main Points	Progress is being made in a number of areas notably the establishing of supervision of ministerial practice
Background Context and Relevant Documents (with function)	<i>Courage, Cost and Hope</i> The Report on the Past Cases Review 2013-2015
Consultations	Safeguarding Team, District Chairs, supervision practitioners.

An update on the Past Cases Review Implementation Process

1. The Past Cases Review (PCR) Implementation Group continues to meet regularly and draws together connexional officers including safeguarding practitioners, and experts in the field of safeguarding along with a former District Chair and current circuit superintendents. Work has been undertaken in the following areas.
 - 1.1 A proforma has been designed to record pastoral visits paid to someone's home simply but effectively (Appendix 1). Policy and guidance material regarding recording pastoral visits is being created and will be presented to the Conference in the PCR Implementation Group report.
 - 1.2 A summary of the findings of the PCR report are now available to all those who deliver safeguarding training at Foundation or leadership module level.
 - 1.3 The findings of the PCR report are being integrated into ministerial training pathways.
 - 1.4 A Ministerial Code of Conduct Working Group has been created and will consult with the Supervision Working Group and the PCR Implementation group as it develops its work to ensure that issues of good ministerial practice are shared.
 - 1.5 A pilot programme for an annual audit of safeguarding practice has been established.
 - 1.6 All current safeguarding training material is being reviewed and new sections are being written for the leadership module which draws on anonymised case material from the PCR.
- 2. Planned work**
 - 2.1 Joint work with the Church of England Safeguarding team on engagement with survivors of abuse is being explored including the possibility of a designated phone line for survivors. This shared work may also include other ecumenical partners such as the Roman Catholic Church and the URC. The SRC has identified some financial resources for work in this area. Members of the PCR Implementation Group attended a Survivors Conference.
- 3. Supervision of ministerial practice**
 - 3.1 On 1 March 2016 a pilot programme of structured supervision for circuit ministers began in two Districts – the Liverpool District and the South East District. This is a significant piece of work and tribute should be paid to the District Chairs, Superintendent Ministers and circuit deacons and presbyters who are taking part in this pilot programme. Training in the skills of supervision has been offered to those Superintendents who have not undertaken a course of this nature before and refresher days offered to others. The District Chairs in the pilot Districts are being offered supervision of their own ministerial practice and their supervision of the superintendent ministers. The Revd Dr Jane Leach, the Revd Diane Clutterbuck and the Revd Dr Stuart Jordan are key supervision practitioners who are guiding this work.
 - 3.2 Three different opportunities in May, June and October 2016 are being offered to all District Chairs to train in supervision skills so that the supervision of all superintendent ministers can be prioritised once the learning from the pilot programmes can be established. One recommendation to emerge early from the pilot programme in the two Districts is that it would be most beneficial to establish supervision relationships for superintendents first and

only ask the superintendent ministers to offer supervision to their circuit colleagues when they have become more familiar with being supervised themselves and have a reflective relationship firmly in place.

- 3.3 A team of senior and experienced supervision practitioners for the District Chairs is being established. Terms and conditions have been set for these senior supervisors (see Appendix 2) and it is planned that each District Chair will have 7 sessions of 1:1 supervision with a named supervisor and participate in 3 sessions of group supervision in the context of the Chairs Meeting from September 2016. These supervision arrangements are one part of a larger programme of development and support for the District Chairs which is being developed. Connexional proformas for recording 1:1 and group supervision have been approved as well as a proforma for recording the establishing of a supervision covenant. (Appendices 3-5).

*****RESOLUTION**

62/1. The Council receives the report.

Appendix 1: Daily Log of Pastoral Ministry

1. Name
2. Date
3. Venue
4. Reason for visit
5. Necessary action, if any, and who it involves
6. Date of next visit

Appendix 2

Terms and Conditions for Supervisors of District Chairs

1. Prior to appointment supervisors will be required to evidence:
 - a. their own supervision arrangements
 - b. their certificate of insurance to practice as a supervisor
 - c. their experience and/or qualifications as a supervisor
2. £1000 is the sum agreed which will be paid by the Methodist Church for the delivery of formal supervision sessions to a District Chair for one year (September-August). This is to cover:
 - a. 7 x 1.5 hr 1:1 supervisions
 - b. Involvement in delivery of 3 group supervision experiences for the District Chairs
 - c. any travel/room hire costs of the supervisor
 - d. the attendance of the supervisor at an annual meeting of authorised supervisors each year for the purposes of an initial briefing and, thereafter, shared learning
3. This sum is payable at the beginning of the year in advance of the delivery of the sessions. Each supervisor should submit an invoice to the Assistant Secretary of the Conference (ASC), Methodist Church House, 25 Marylebone Road, London. Supervisors will be expected to notify the ASC when a supervision session does not take place.
4. Each supervision contract shall be agreed annually but it is intended each supervision relationship should last a minimum of three years, whenever possible.
5. No travel costs/room hire can be paid in addition to supervisors above the £1000 but District Chairs will have their travel costs met.
6. A confidential record of supervision should be agreed on the forms provided and kept in accordance with the Data Protection Act.
7. The supervisor will be required to agree an annual report with the District Chair for submission to the Chair's MDR using the forms provided.

Appendix 3

1:1 Supervision Record form

This record is confidential to the supervisee; the supervisor; the minister-in-oversight (where different from the supervisor) and any safeguarding enquiry team.

Name of Supervisor	
Name of Supervisee	
Date of Meeting	
Duration of Meeting	
(please note here if this is a postponed date and for what reason, or if the time was curtailed and why).	
Type of meeting (face to face/skype...)	
Number/number of intended meetings this connexional year, e.g. 1/6; 3/10	

1 Agreed areas of work for supervision conversation including any safeguarding issues or areas of risk to be explored; any follow up to actions from last supervision; new issues to explore; any report to be discussed
2 Notes on today's conversation (use additional sheets if necessary)

3. Any safeguarding action needed?

4. Other Actions to be taken (by whom; by when?)

5. Any matters for referral to a third party?

Confirm date, time and place of the next meeting(s)		
Signed (supervisor)		Date
Signed (supervisee)		Date
Space for comment by the supervisee if needed (use additional sheets if necessary)		

Appendix 4

Group Supervision Record form

Name of supervisor	
Name of supervisees present	
Name of supervisees absent/late and reasons given	
Date of Meeting	
Duration of Meeting	
Number/number of intended meetings this connexional year, e.g. 1/4;	

1 Agreed areas of work for supervision conversation including any safeguarding issues; any follow up to actions from last supervision; new issues to explore
2 Notes on today's conversation (use additional sheets if necessary)

3. Any safeguarding or other areas of risk identified or explored?

4. Actions to be taken (by whom; by when?)

5. Any matters for referral to a third party or to 1:1 supervisor?

Date, time and place of the next meeting(s)		
Signed (supervisor)		Date
Signed (supervisee)		Date
Space for comment by the supervisee if needed (use additional sheets if necessary)		

Appendix 5

Supervision Covenant form

Supervision is a regular, planned and intentional space in which a practitioner skilled in supervision (the supervisor) meets with one or more other practitioners (the supervisees) to look together at the supervisees' practice.

Supervision has two main aims:

- To support the vocational development of the person ministering
- To ensure that the ministry offered in the name of the Methodist Church is appropriate, safe and accountable.

1. Names:

Supervisee.....

Supervisor.....

2. Practicalities:

- Venue
- Timing – length and frequency of sessions (*10 supervisions per year of which at least 6 must be 1:1 x 60 minutes. Up to 4 may be facilitated group supervisions of at least 1.5 hours in length.*)
- Dates for the year
- Record-keeping (*records are to be kept on the forms provided and signed by both parties. These are to be kept according to the data protection act. The supervisee should have a copy. The records themselves are confidential to the following parties – the supervisee; the supervisor; the minister-in-oversight where this is a different person from the supervisor.*)
- Duration of the supervision relationship (*It is assumed that where the minister-in-oversight is the supervisor that the relationship endures whilst supervisor and supervisee are in office unless by a process of review this is agreed to have become inappropriate. Where the supervisor is not the minister-in-oversight it is hoped that supervision relationships will last for several years, subject to review. On the dissolution of a supervision relationship the records should pass to the next supervisor.*)

3. Format – including

- Focus of supervision (the practice of the supervisee) and its purposes (see above)
- The formation of the agenda (by the supervisee and the supervisor)
- Methods to be used?
- Role of prayer or other acknowledgement of common discipleship

4. Boundaries of relationship – including

- Confidentiality *(the content of supervision sessions is confidential to the supervisor and supervisee except where the supervisor is concerned that a safeguarding matter or a fitness to practice matter should be reported to the minister-in-oversight (where the supervisor is not the minister in oversight) or referred by the minister-in-oversight. Ideally this should be done with the consent of the supervisee but may be done with the supervisee’s knowledge if consent cannot be obtained. Supervisors are also in supervision and will disclose some information to their supervisors on the same basis as above).*
- Reporting *(Annual reports to the MDR process should be compiled from records kept. Other reports may be required by the minister-in-oversight or by any competence or complaints procedure. The Supervisee should have the chance to comment on any report made before it is sent. Any safeguarding enquiry would have access to the records themselves).*
- Dual Relationships should be named especially where the minister-in-oversight is the supervisor. How will the supervisor raise issues of which they become aware outside the supervision context?

5. Values and behaviours

- The need for agreed preparation prior to the supervision by both parties
- Commitment to the dates and times agreed?
- Attitudes essential to make the supervision space work?

Signed (Supervisee)

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Signed (Supervisor)

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