



Review of the National Case Management Committee – Document 2

Terms of Reference for Third Review, January 2021

Introduction

The National Case Management Committee (NCMC) has operated as a Committee of the National Board since 2011 (originally called NCMRG). It was independently reviewed by Mr. Eoin O Mahoney (researcher with IEC) in March 2013, and again in 2017 by Mr. Peter Kieran. Following each review, changes were made to the committee’s operating procedures and its membership was enhanced. Each committee member has signed a 3-year contract. Annual statistical returns along with an overall summary of the Committee’s operations are produced and presented in the National Board’s annual report.

In 2021 a further review is being undertaken to assess whether the NCMC is still “fit for purpose” or whether changes are needed in its remit, its operational procedures, the skill set of its members, and in the advice provided. Given the confidential nature of the cases discussed by the NCMC, it is believed that the review cannot be conducted by an external reviewer; under current Data Protection legislation, access to the confidential data cannot be provided to a person who is not a member of the committee. It therefore has been decided to ask Mr. Peter Kieran, a member of the Committee and an employee of the National Board, and who conducted the 2017 review, to undertake this task on behalf of the National Board.

The following are the Terms of Reference for the proposed review:

Purpose of Review:

1. To review the operating terms of reference to ensure their continued fitness for purpose

2. To assess whether the NCMC, as currently constituted and operating, provides a valuable service in offering advice to Church Authorities related to case management.
3. To make recommendations for change if appropriate.

Methodology

1. To obtain the views of the Church Authorities and Church bodies that avail of NCMC advice in relation to the following:
 - Are the NCMC purpose and function sufficiently clear?
 - Are its purpose and function relevant to current circumstances?
 - Is the make-up of the committee appropriate for the tasks it undertakes? To examine the range of professions and interests represented by the membership; the gender balance; the lay / Religious / clerical balance; administrative supports available, etc.
 - Is the committee easily accessible to Church Authorities who want to obtain advice on case management?
 - Is the quality of the advice offered by the committee of an acceptable standard; and do Church Authorities find it helpful?
 - What is the fall off in cases being presented due to?
 - Is the methodology being used for NCMC meetings appropriate and effective?
 - Is the use of video meetings during the Covid-19 pandemic appropriate?
 - Do they have recommendations for how the NCMC can be further developed?

2. To obtain the views of the committee members on:
 - The composition of the committee and the skill set of its members (as above);
 - The relationship between the committee and the Board of Coimirce;
 - The quality of information received from Church Authorities and their safeguarding personnel on which the committee's advice is based;
 - The quality of the advice that they have offered over the past three years – To conduct an evaluation of this for discussion by committee members;
 - Whether they have recommendations for how the NCMC can be further developed?

3. To obtain views of those Church Authorities who have agreed to and have paid to avail of the services of the Committee, but who have not done so; and of those Church Authorities who have decided not to use the services of the committee and to obtain case management advice from other sources.

4. To conduct a look-back on the operation of the NCMC since the 2017 review, in order to establish who is referring; what types of cases are being presented; whether there are any particular recurring issues; whether any patterns of change can be observed, etc.

All views should be obtained through open questionnaire, with an opportunity for electronic meetings to share views in greater depth.

Timeframe:

Preparation work – February 2021

Questionnaire distribution and follow up interviews – March 2021

Statistical and data analysis April 2021

Report with recommendations – May 2021

Output:

A report on the effectiveness of NCMC for the National Board and for publication