



CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE

Paper for the Board meeting on 10 December 2009

REPORT ON USE OF THE CAFCASS SEAL

1 AIM AND PURPOSE

- 1.1 To report to Board all documents which have been sealed during the first half of the current financial year in accordance with the Standing Order 27.

2 RECOMMENDATIONS/ACTION FOR THE BOARD

- 2.1 The Board are asked to note the extract from the Seal Register detailing use of the Seal, attached as Appendix 1, which covers the period 1 April 2009 to 31 October 2009.

3 SHORT SUMMARY

- 3.1 The procedure for the Seal was adopted by the Board on 29 June 2007 and reviewed on 27 June 2008, when authorisation for the use of the Seal was agreed and implemented.
- 3.2 As well as a list of authorised officers (see Appendix 1 of the Custody of Seal and Sealing of Documents procedure) a handwritten bound register, with sealings registered in chronological order, is authorised and witnessed by signature.

4 FINANCIAL ANALYSIS

- 4.1 The unauthorised use of the Seal could commit the organisation to financial loss if documents were sealed without prior authorisation from those officers authorised to use it.

5 RISK ANALYSIS

- 5.1 The absence of a robust authorised procedure for the application of the Seal could leave Cafcass at risk of misuse, and enter the organisation into unauthorised contractual arrangements.
- 5.2 These risks are mitigated by ensuring that the Seal is securely stored in a safe, that only two members of the Governance Team have access to.

**Maureen Newsam
Governance Manager
December 2009**

Seal No.	Description	Date Seal Used
CAF/04-09/001	Licence for alterations re: suites A and C, Ground Floor, St. Clements House, 2-16 Colegate, Norwich	28 April 2009
CAF/04-09/002	Licence for alterations re: Property as above	28 April 2009
CAF/05-09/001	Lease for flat for Operational Director, 3 City Central, Leeds	29 May 2009
CAF/06-09/001	JCT Contract for reinstatement work at South Quay Plaza 3	4 June 2009
CAF/06-09/002	Licence to alterations re: Suite B, 3 rd Floor, Prince Regent House, Chatham Maritime	16 June 2009
CAF/07-09/001	Lease re: Office Suite 9, Victoria Hall, Rawlinson Street. Burrow-in-Furness	14 July 2009
CAF/08-09/001	Plans re: Victoria Hall, Barrow-in-Furnace	6 August 2009
CAF/08-09/002	Short term leasehold re: 1 st Floor premises, Pavilion House, Valley Bridge Road, Scarborough	6 August 2009
CAF/08-09/003	Dilapidations settlement re: 1 Printing House Street, Birmingham	24 August 2009
CAF/08-09/004	Lease re: Suites 3, 1 st Floor, The Citadel, 19 Corporation Street, Birmingham	24 August 2009
CAF/08-09/005	As above - copy	24 August 2009
CAF/08-09/006	Lease re: Suites 2 and 3, 2 nd Floor, The Citadel, 190 Corporation Street, Birmingham	24 August 2009
CAF/08-09/007	As above - copy	24 August 2009
CAF/08-09/008	Lease re: 1 st Floor, Pavilion House, Valley Bridge Road, Scarborough	28 August 2009