



**Board Meeting Minutes  
Friday 26<sup>th</sup> June 2009, at 10.45am  
Sanctuary Buildings. Great Smith Street, London. SW1P 3BT**

**Present**

Baroness Howarth OBE .....	Cafcass Board - Chair
Jennifer Bernard .....	Cafcass Deputy Chair
Gillian Baranski.....	Cafcass Board Member
Margo Boye-Anawoma.....	Cafcass Board Member
Ian Butler.....	Cafcass Board Member
Erica De'Ath OBE.....	Cafcass Board Member
Mark Eldridge.....	Cafcass Board Member
Ernie Finch.....	Cafcass Board Member
Harry Marsh MBE.....	Cafcass Board Member
Mary MacLeod.....	Cafcass Board Member
Shireen Ritchie.....	Cafcass Board Member
Richard Sax.....	Cafcass Board Member
Nicholas Stuart CB.....	Cafcass Board Member
June Thoburn.....	Cafcass Board Member

**In Attendance**

Anthony Douglas CBE .....	Cafcass Chief Executive
Lamorna Wooderson.....	Corporate Director
Sherry Malik.....	Corporate Director
Julie Brown.....	Head of Finance
Jasvinder Jassal.....	Information Assurance and Data Handling Officer

**Apologies**

Jane Booth.....	Corporate Director
Annabel Burns .....	DCSF Representative

**PART ONE: OPEN SESSION**

<b>1</b>	<b>INTRODUCTION</b>  The Chair welcomed the Board members to the meeting.
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>  None were declared.
<b>3</b>	<b>MINUTES FROM THE LAST BOARD MEETING HELD ON 12<sup>th</sup> JUNE 2009</b>  The minutes from the last Board meeting on 12 <sup>th</sup> June 2009 were agreed as an accurate record.
<b>4</b>	<b>MATTERS ARISING:</b>  The matters arising were discussed as agenda items.
<b>5</b>	<b>CHAIR'S REPORT</b>  The Chair made a brief oral report informing the Board that her primary role at the moment was

	<p>ensuring that the Board was fully established. She was pleased with the recent Board away day which had allowed all Board members to discuss and confirm their additional roles and contributions within Cafcass.</p>
6	<p><b>CHIEF EXECUTIVE'S REPORT</b></p> <p>The Chief Executive asked the Corporate Director to give an update on Flex. The Corporate Director gave a brief background on the Flex roll-out:</p> <p>Substantial progress had been made since the last Board update. Cafcass had started the 5-day stability period following some major fixes to the system to improve performance. In order to assess the actual performance experienced on sites the Corporate Director, Head of IT and Fujitsu managers made site visits. Unfortunately the site visits found some significant defects still existed and that the system was still not ready to roll out. Cafcass have met with Fujitsu and agreed further fixes and changes that need to be made. Several of these have now been completed but there remains an issue with the impact that the Protective Marking software is having on performance. This software will be removed in the short term whilst a fix is found. Several sites will test the improvements prior to rolling them out to the 37 Flexed sites. These further delays require a further extension of the Unisys contract as the earliest period in which the rollout will be completed is now predicted to be early October. Fujitsu have accepted liability for any additional costs and Cafcass have subsequently received a letter to this effect.</p> <p>The Corporate Director concluded by informing the Board that she would continue to update the Board and remained optimistic and confident of the outcome. She was further assured by having in place more of the new IT team including a good contract manager and client services manager to manage the process.</p>
	<p><b>ANNUAL REPORT &amp; ACCOUNTS (BD-06-01)</b></p> <p>The Head of Finance informed the Board of the financial statement contained in the Annual Report &amp; Accounts. The accounts represent a frank view of Cafcass financial position, which is in the format prescribed for Cafcass and describes the financial statement of the operating costs and a balance sheet at 31<sup>st</sup> March 2009. It was noted that the Pension Liability in the balance sheet was a significant strategic concern, however this has seen an overall reduction and has shown an improvement over the last two years.</p> <p>The Audit &amp; Risk Assurance Committee (A&amp;RAC) Chair gave the following update to the Board:</p> <p>The A&amp;RAC had met prior to the Board meeting to approve the final version of the Annual Report and Accounts. The National Audit Office had carried out an audit of the Cafcass accounts and had remarked on the clean set of accounts held by the organisation. The Head of Finance will need to use the International Financial Reporting Standards for reporting the 2009/10 accounts. The A&amp;RAC Chair concluded that the Annual Report &amp; Accounts were excellent overall. The A&amp;RAC recommended that the Board approve the Annual Report and Accounts. This was approved and the Chief Executive was invited to sign the final copy as Accounting Officer.</p> <p>The Chair thanked the Publications Editor for the Annual Report, which told the story of Cafcass over the last year in plain English and was very well produced.</p> <p>The Corporate Director involved in the report process was commended for including front line</p>

	<p>stories and the timeliness of the report. The Annual Report is a good reference point especially for the Board members that had been recruited recently.</p> <p>A Board member enquired about the Board monitoring finance updates over the summer period. It was agreed that the first meeting of the Expenditure Control Team would discuss how best to disseminate information to all Board members. .</p> <p><b>ACTION 1 – Financial updates to be provided to the Board over the summer period.</b></p> <p>It was also suggested that for future complaints, comments and compliments sections of the Annual Report that a more detailed piece be provided. The Corporate Director noted this and informed the Board that the Board receives detailed bi-annual reports on the subject and the next one would be presented at the September meeting. Since January 2009 Cafcass have slightly amended the complaints procedure and this is reflected in the Annual Report and the September Board report. A new Board member offered to assist the complaints team with their work and would join the existing Board representative at the next complaints team meeting.</p>
<p><b>8</b></p>	<p><b>AUDIT &amp; RISK ASURANCE COMMITTEE ANNUAL REPORT 2008/09 (BI-06-02)</b></p> <p>The Audit &amp; Risk Assurance Committee (A&amp;RAC) Chair presented the report to the Board and made the following points:</p> <p>The factual report offered assurance to the Board of the work carried out by the A&amp;RAC in 2008-09. The A&amp;RAC looked at all the recommendations made by the internal auditors as well as the evidence of the actions very closely. The Finance Directorate, as recorded in the report, is making good progress.</p> <p>For future work there is one key area that needs to be addressed: the need for improvement in the effectiveness of local area operational controls, in relation to the local budget holders complying with corporate rules. This will need to be observed and monitored closely by Cafcass.</p> <p>The Chair thanked the A&amp;RAC Chair and the Committee for their excellent work in 2008-09.</p>
<p><b>9</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>PRIVATE SESSION</b></p>
<p><b>10</b></p>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Friday 11<sup>th</sup> September 2009 at 9.30am. Cafcass National Office, 6<sup>th</sup> Floor, Sanctuary Buildings. Great Smith Street. London. SW1P 3BT.</p>
	<p><b>LIST OF ACTIONS</b></p> <p><b>ACTION 1 – Financial updates to be provided to the Board over the summer period in a manner agreed by the Expenditure Control Team.</b></p>