



## **CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE**

### **THE ROLE AND FUNCTIONS OF THE CORPORATE MANAGEMENT TEAM AND THE NATIONAL MANAGEMENT TEAM**

Lead Director: Chief Executive

Adopted by the Cafcass Board by Resolution dated 29 June 2007

Reviewed by the Cafcass Board and amended by Resolution dated 10 December 2009

# The Role and Functions of the Cafcass Corporate Management Team and the Cafcass National Management Team

## 1 Corporate Management Team (CMT)

### 1.1 Membership

CMT consists of the following members:

- Chief Executive
- Deputy Chief Executive (until 31 March 2010)
- Operational Directors
- Director of Policy
- Director of Finance
- Director of Legal Services
- Director of Human Resources and Organisational Development
- Director of Business Transformation and Technology
- Assistant Director

Other staff may attend for specific items relating to their responsibilities e.g. Heads of Profession and/or Heads of Professional Practice.

### 1.2 Chair

The Chair of CMT meetings is the Chief Executive the Deputy Chief Executive or, after 31 March 2010 or otherwise in his absence, other person nominated by the Chief Executive.

### 1.3 Legal Adviser

The Director of Legal Services' role is to advise CMT.

### 1.4 Frequency of Meetings

CMT will meet generally once a fortnight, but meetings will be held as often as necessary.

### 1.5 Powers

CMT is authorised by the Chief Executive to make decisions on all corporate matters.

CMT takes decisions at CMT meetings and at National Management Team meetings. The decisions taken at National Management Team meetings include CMT members in that decision-taking process. Accountability at all times remains with CMT.

## 1.6 How decisions are taken by CMT

CMT members will discuss each item that has been referred to the meeting and will attempt to make a decision by consensus. Key alternative or dissenting views will be recorded, and the Chief Executive remains ultimately accountable for each decision and must be satisfied that any consensus is the right one for the Service, taking into account all points made.

## 2. **The National Management Team**

### 2.1 Membership

The National Management Team consists of those Senior Managers who are invited to attend, together with those members of CMT listed above.

### 2.2 Frequency of Meetings

The National Management Team is part of the cycle of CMT meetings and will meet on a quarterly basis.