



CAFCASS PERFORMANCE AND QUALITY COMMITTEE TERMS OF REFERENCE

1. Introduction

The Performance and Quality Committee (the Committee) is a sub-committee of the Cafcass Board. It has delegated authority from the Cafcass Board to oversee the performance of services, the quality of casework and the impact of that work on service users, Cafcass and the courts. This overview includes performance against key indicators and to review the steps being taken by the organisation to minimise and mitigate the inherent risks to children, such as the intrinsic risk of child protection assessment and casework

The Committee is required to report regularly to the Board and to bring to the Board for full discussion any matters that require the Board's attention.

2. Membership and Meetings

The Chair/s and members of the Committee shall be Board members and shall be appointed by the Board. There is no upper limit on membership. A minimum of three members of the Committee will be present for the meeting to be deemed quorate.

The Committee shall meet four times a year. The Chair/s of the Committee may convene additional meetings if they are deemed necessary.

The Chief Executive and National Service Director (or representatives) will normally attend meetings of the Committee. The Committee may ask other staff to attend to assist with its discussions on a particular matter.

3. Responsibilities

The Committee will give assurance to the Board that Cafcass is continuously improving and maintaining performance and quality through.

- 3.1. Considering the activities and developments aimed at improving the performance and quality of practice of Cafcass and improving outcomes for the children it serves.
- 3.2. Considering inspection reports, data relating to Cafcass submissions to Serious Case Reviews, and the outcomes of local service area quality reviews and practice audits, where these involve major findings and/or major learning points and receiving reports on the implementation of action plans.
- 3.3. Considering major revisions to the public and private law practice models as they are being developed.
- 3.4. Considering planned innovations to practice and work to strengthen internal systems.
- 3.5. Monitoring performance against Cafcass strategic priorities and key performance indicators and Cafcass' contribution to all whole system key performance measures.
- 3.6. Discussing practice issues in depth, relating to the fulfilment of Cafcass' functions, referring any major issues to the whole Board.
- 3.7. Requesting and considering new reports into any aspect of Cafcass' work and making appropriate recommendations for action.

4. Information Requirements

The Committee will be provided with, but not limited to, the following progress reports:

Standing items

- 4.1. Performance Report (standing item)
- 4.2. Strategic Plan Dashboard and Risk Register (standing item)
- 4.3. Serious Incident Notifications and Submissions to Serious Case Reviews (standing item)

Annual items

- 4.4. Quality & Safety Summary
- 4.5. Research Governance Committee Report
- 4.6. Learning & Development Report
- 4.7. Complaints and Compliments Report
- 4.8. HR Sickness Absence Report
- 4.9. Freedom of Information Report

ToRs approved by the Performance and Quality Committee on 7 September 2018