



Glossary of Terms

Agreed date	The agreed date of a S7 report refers to the date set by the judge by which time the report must be filed. If Cafcass, the judge or by other means the filing date changes with agreement with the Judge, the new extended date is the agreed date.
Applications	An application is either made by the Local Authority (public law) or by a member of the public (private law). Multiple applications can be applied for in respect of the same children, either concurrently with existing applications or sequentially.
Cafcass Planning	Cafcass Planning is a tool that estimates the number of hours input require to complete the current caseload, and makes an assessment of how many FTE (Full Time Equivalent) staff are required to complete the work. It has the ability to scenario plan based on future demand and FTE levels in the organisation.
CAP	Child Arrangements Programme (CAP) is the private law framework that applies where a dispute arises between separated parents and/or families about the arrangements concerning children. It encourages and promotes the use of Dispute Resolution Services and where a matter does require the intervention of the court, swift resolution of the dispute.
Cases	A case is a Cafcass management record that refers to an application, or group of applications, which contains a record of events and activities regarding proceedings.
Demand	Demand refers to the unit being measures having been received by Cafcass in the period specified.
Caseload	Refers to the number of open cases that an individual FCA is currently undertaking.
DFJ	DFJ stands for District Family Judge.
FCA	FCA stands for Family Court Adviser, the job title of Cafcass' frontline social work staff.
FHDRA	FHDRA stands for First Hearing Dispute Resolution Assessment. An FHRDA takes place on all Section 8 cases
FTE	FTE stands for Full Time Equivalent. 1 FTE means an individual works a full week as defined by the standard working hours in a week. Less than 1 reflects fewer hours are worked than a standard week.
KPM's	KPMs are the Key Performance Measurements set by the Family Justice Board (FJB) to monitor the system wide performance for family proceedings.
MIAM	MIAM stands for Mediation, Information and Assessment Meeting. Before an application can be made to court, service users are required to attend a MIAM. The aim of the meeting is to see if mediation could be used to resolve your difficulties, rather than going straight to court.

Open cases	An open case reflects that management record in ECMS is not closed. An a case can be open due to ongoing work, or open due to administrative closure not having been completed yet.
PLO	The Public Law Outline (PLO) is the framework in which public law cases are managed. The practice directions provide a framework of timescales for case management with the aim of closure before 26 weeks.
CMH	Case Management Hearing – according to the revised PLO this hearing should take place not before day 12 and not later than day 18 from the date of application.
IRH	Issues Resolution Hearing
S7 report	A section 7 (s7) report is a private law report prepared under Section 7 of the Children's act 1989
Section 8 case	A section case refers to cases containing an application for Children Arrangement Orders (CAO), either 'CAO live with' or 'CAO Spend time with'.
Stock	The stock refers to the total number of all open cases.
Throughput	Throughput refers to the ratio of incoming and outgoing work in a given period.
Unallocated/ duty/ Allocated	Unallocated, Duty and Allocated are case statuses. If a case is unallocated means there is currently no identified individual responsible for the case. If a case is duty or allocated, there is a named individual responsible for the case either on a temporary basis (duty) or substantive basis (allocated).
Urgent first hearing	An urgent hearing is a hearing of the type 'First Hearing' listed within 5 days of Cafcass receiving the C100.
Workload	A workload differs from a caseload as it refers to the individual tasks within cases that require completion. Cafcass' workload weighting tool is based on individual tasks within cases.
Workload Weighting System	The Cafcass Workload Weighting System is a tool which aids managers in assessments of individual workloads and allocation of work, by providing an individual with a score based on their current workload, and taking account of their FTE hours.