



Cafcass Board Meeting Minutes
Friday 20 June 2014, 10:45am
21 Bloomsbury Street

Present

Claire Tyler.....Cafcass Board Chair
 Mary MacLeod..... Cafcass Board Deputy Chair
 Kamaljit Singh.....Cafcass Board Member
 Honor RhodesCafcass Board Member
 Francis Plowden..... Cafcass Board Member
 John LakinCafcass Board Member
 Ian Butler.....Cafcass Board Member
 Stuart Smith.....Cafcass Board Member
 Geoffrey Bush.....Cafcass Board Member
 Fay SelvanCafcass Board Member

In attendance

Anthony Douglas..... Cafcass Chief Executive
 Julie Brown..... Cafcass Director of Finance
 Christine BanimCafcass National Service Director
 Jabbar SardarCafcass Director of HR and OD
 Colette JacobsCafcass Head of Communications
 Melanie CarewCafcass Head of Legal Services
 Luke BerryFamily Justice Young People’s Board
 John Hall..... Ministry of Justice representative
 Anita Addae.....Corporate Support Assistant (Minutes)

Apologies

None

BUSINESS SESSION	
1	<p>WELCOME AND APOLOGIES The Chair welcomed everyone to the meeting.</p> <p>There were no apologies</p>
2	<p>DECLARATIONS OF INTEREST The Chair informed the Board of her new role as Vice Chair of Think Ahead.</p> <p>There were no further declarations of interest.</p>
3	<p>MINUTES FROM THE BOARD MEETING HELD ON 7th FEBRUARY 2014 The minutes of the last Board Meeting on 7th February 2014 were agreed by the Board as an accurate record.</p> <p>The minutes of the Board Planning Day Meeting on 25th April 2014 were agreed by the Board as an accurate record but are not subject to publication.</p>

4	<p>ACTION LOG/MATTERS ARISING</p> <p>Members noted the oral updates to the status of items on the Action Log and requested the action log be updated and recirculated by the Board Secretariat.</p> <p>There were no further matters arising.</p> <p>Action 1: The action log to be updated and recirculated by the Board Secretariat.</p>
5	<p>REPORT FROM THE CHAIR</p> <p>The Chair reported to the Board as follows:</p> <ul style="list-style-type: none"> • Attendance at a post CAF Bill event with Peers and NSPCC. • Attendance at a policy breakfast event run by the Royal College of Paediatrics. • Positive accountability meeting with Ministers Simon Hughes and Edward Timpson. • Attendance at OMT meeting where there was good engagement from the management team and also their wish for more exposure in working with the board. • Attendance at the new Leeds office. • Carrying out Board member appraisals and one to one meetings. • Involvement in the Board appointment process. <p>Board Members were invited by the Chair to provide an update on any activity undertaken since the previous board meeting.</p> <ul style="list-style-type: none"> • HR informed the board that she attended the OMT meeting and found it very useful. • FS visited Carlisle recently and informed the Board that her visit was very insightful as the service was based in a rural area. • KS visited the York office and was able to meet the local Diversity Champions and felt thinking on diversity matters was clearly embedded. • SS visited the Leeds office immediately after the Ofsted inspection report was published and commended the business support staff for their liaison with other business support staff in the area. • FP visited the Nottingham office where he learned of some difficulties with the current translation and interpretation service. • GB visited the Bodmin Office and attended a video conference with Bournemouth staff. <p>The Chair informed the Board of the change to the Board member visit evaluation form, reporting that this had now been simplified. It was agreed that the Board Secretariat prepare and circulate brief information on a service area prior to a visit including current local issues and KPI's.</p> <p>Action 2: The Board Secretariat to prepare and circulate brief information on a service area prior to a visit including current local issues and KPI's.</p>
6	<p>REPORT FROM THE CHIEF EXECUTIVE</p> <p>The Chief Executive presented his report to the Board and gave the following updates:</p> <ul style="list-style-type: none"> • Currently working closely with the MOJ on looking at changes in demand levels alongside a number of pre-court and other initiatives, including the commissioning of expert advice in private law cases. The post 2015 planning environment was likely to be very challenging. The Chair invited volunteers from the Board to become involved in preparation of the next Strategic Plan 2015-2020. MM, GB, FP, JL and CT all expressed an interest. • The Chief Executive confirmed proposals for the appointment of a social work qualified Director of Strategy to join the Executive Team, progress with which the Board would be kept informed about. • The Board were also advised that the Director of HR&OI had been named the Most Innovative HR Director at the recent Midland HR awards.

	Action 3: Board representatives and members of the Executive will develop a draft Strategic Plan for 2015-2020 for consideration by the Board at its October 2014 meeting.
7	<p>REPORT FROM THE FAMILY JUSTICE YOUNG PEOPLE’S BOARD</p> <p>The Board welcomed the representative of the Family Justice Young People’s Board.</p> <p>Board Members thanked the Family Justice Young People’s Board representative both for the paper and the comprehensive presentation at the seminar the evening before.</p>
8	<p>REPORT FROM ARAC, PERFORMANCE AND QUALITY COMMITTEE CHAIRS</p> <p>The Chair of ARAC referred the Board to the draft minutes of the ARAC meeting held on 12th May 2014 which were circulated with the Board papers. The Board were advised the NAO had issued an unqualified audit report on the Annual Report and Accounts. Also, that the Head of Internal Audit had assessed as positive the internal control and risk management environment and re-presented the audit programme for the year, which ARAC had approved. Noted that further assurance work has been requested in relation to appointment of solicitors.</p> <p>The Chairs of the Performance Committee and the Quality Committee referred the Board to the draft minutes of the joint Performance and Quality Committee Meeting held on 12th May 2014 which were circulated with the Board Papers. The Chair of the Quality Committee informed the Board of the items presented to the committee particularly the KPI’s, recommendations on getting ‘better and better’ and the Quality Account. The Chair of the Quality committee also informed Board members that she had met with an MoJ representative on quality issues.</p> <p>The Chair informed Board members that the Research Governance Committee would become a sub-committee of the Quality Committee and that separate performance and quality committees would be retained for another year.</p> <p>A Chair’s conference call would be scheduled before the end of July 14.</p> <p>Action 4: A Chair’s conference call to be scheduled before the end of July 14.</p>
9	<p>ANNUAL REPORT OF THE ARAC TO THE BOARD</p> <p>The Chair of the ARAC Committee presented the Annual Report of the ARAC to the board which it duly approved.</p>
10.1	<p>APPROVAL OF THE ANNUAL REPORT AND ACCOUNTS</p> <p>The Head of Communications presented the Annual Report and Accounts for 2013-14 for approval by the Board in advance of laying before parliament on 10th July 2014.</p> <p>The Board commented on some further amendments to the Annual Report and Accounts, in particular to remove sub headings against descriptions of Cafcass work and an amendment to the presentation of payments to Board members.</p> <p>The Chair commended the Head of Communications and those who worked on the Annual Report and Accounts for their impeccable presentation.</p> <p>It was agreed by the Board that subject to the few amendments required, the Annual Report and Accounts were approved.</p>
10.2	<p>FINANCE REPORT</p> <p>The Director of Finance presented the May 2014 Finance Report.</p>
11	<p>ANY OTHER BUSINESS</p> <p>The chair informed the Board Members that the next meeting has been scheduled for 24 October</p>

	<p>2014.</p> <p>There was no further business.</p>
	<p>DATE AND TIME OF NEXT BOARD MEETING Board Seminar Thursday 23rd October 2014 Board Dinner Thursday 23rd October 2014 –19.00 onwards. Open Board Meeting Friday 24th October 2014 – 09.30-13.00</p>
	<p style="text-align: center;"><u>Summary of Board Actions and Decisions</u></p> <p>Action 1: The action log to be updated and recirculated by the Board Secretariat.</p> <p>Action 2: The Board Secretariat to prepare and circulate brief information on a service area prior to a visit, including current local issues and KPI's.</p> <p>Action 3: Board representatives and the Executive will develop a draft Strategic Plan for 2015-2020 for consideration by the Board at its October 2014 meeting.</p> <p>Action 4: A Chair's conference call to be scheduled before the end of July 14.</p>