



CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE

THE ROLE AND FUNCTIONS OF THE CORPORATE MANAGEMENT TEAM AND THE CORPORATE MANAGEMENT BOARD

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

Reviewed by the Cafcass Board and amended by Resolution dated September 2013

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
- National Service Director
- Director of Finance
- Director of Human Resources and Organisational Development

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,

1.3 Legal Adviser

The Head Legal Services' role is to advise CMT.

1.4 Frequency of Meetings

CMT will meet generally once a week 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.

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 Corporate Management Board

2.1 Membership

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

2.2 Frequency of Meetings

The Corporate Management Board will meet on a quarterly basis.