

Role, functions and working arrangements of Cafcass Management Board

Membership:

Chair – Chief Executive

Members: CMT, Assistant Directors, Head of Legal Services, Board Secretariat (Corporate Heads of Service, CSS support).

Meeting dates:

CMB inaugural meeting 12 February, then early April, early June, late July or early August, early October and mid-November (6 times a year, 2.5 hours duration).

CMT weekly meetings, except when CMB takes place

Terms of Reference

Issues subject to Board decision or debate will be discussed managerially at CMB first, in line with good governance.

The CMB will have responsibility for:

- Oversight of corporate groups, Boards and programmes (see diagram) including dealing with any issues of significance or high concern which are escalated from OMT (or elsewhere, as part of CMB's assurance function).
- Providing senior managerial consideration to issues subject to Board decision or debate.
- Oversight of how the Cafcass Strategic Plan and the suite of national plans are being implemented
- Oversight of major corporate and strategic developments e.g. our contribution to family justice system reform, informed by corporate calendar. In-depth examination of major strategic issues referred from Board, CMT meetings, OMT, the Development Board etc.
- Scrutinising progress reports on senior management portfolios on a rolling basis; including review of the outcomes from stakeholder engagement,
- Oversight of organisational structure, design and capacity, including change management (frequency to be determined by CEO).
- Annual review of corporate governance arrangements.
- Responsible for challenge sessions on specific services and ways of working, so that constructive alternative ways of working are routinely examined, as part of CMB's assurance function.

Working arrangements:

CMB will be coordinated by the Board Secretary (RG); with support from a designated graduate from the Corporate Support Service (CSS).

The agenda for the meeting will be proposed by the Board Secretary to the Chair 10 working days before CMB; agenda to be agreed and papers to be circulated 5 working days before CMB.

The agenda proposed by Board Sec to the Chair will be informed by:

- CMT decision and action log (logged on Forward planner)
- OMT minutes (logged on Forward planner)
- Stakeholder liaison log
- Board minutes, including sub-groups (logged on Forward planner)
- Corporate calendar
- Suggested items from within the organisation (triaged by the Board Secretary)

Papers will be presented using CMT/Management Board [briefing template](#).

Minutes – overseen by Board Secretary.

CCS to monitor and chase all briefings, including diary management (reminders placed in Outlook)

Standing Items:

(Agenda items will be flagged 'for discussion' or 'for information')

1. Corporate calendar
2. Board, committee and executive agendas
3. Major strategic issues
4. Exception reporting
5. Progress on individual portfolios