

**GUIDANCE FOR BOARD MEMBERS AND STAFF, WHOSE PORTFOLIO INCLUDES WORK IN OR FOR
OTHER ORGANISATIONS**

1. Where a Board or staff member is undertaking work in or for another organisation, it may be necessary for the individual Board or staff member to co-ordinate diary commitments across their whole portfolio.
2. It is the responsibility of the individual to ensure Cafcass resources are only used in relation to the part of work properly attributed to Cafcass.
3. As a general rule, permissible activities which qualify for support from Cafcass resources include:
 - Meetings and all other activities which relate directly to a Cafcass function
 - A meeting or event within the wider family justice sector, children and families sector or social work sector (children and adults) which by attending or speaking at or working on directly enhance the reputation of Cafcass
 - Parliamentary or press work which benefit Cafcass because the subject matter benefits Cafcass now or in future
4. Conversely, activities which are not entitled to be supported through the use of any Cafcass professional time include but are not limited to:
 - Work in unrelated sectors
 - Work on issues of no direct, indirect or tangential benefit to Cafcass
 - Diary support for any of the above

Support work for issues like this must be separately provided and resourced by the Board or staff member.

December 2013