



## **CAFCASS PERFORMANCE AND QUALITY COMMITTEE TERMS OF REFERENCE**

### **1. Introduction**

- 1.1. The Performance and Quality Committee (the Committee) is a sub-committee of the Cafcass Board. It has delegated authority from the Cafcass Board to oversee the performance of services, the quality of casework and the impact of that work on children and families, Cafcass and the courts.
- 1.2. This overview includes performance against key indicators and to review the steps being taken by the organisation to minimise and mitigate the inherent risks to children, such as the intrinsic risk of child protection assessment and casework.
- 1.3. The Committee will also consider delivery of the Equality, Diversity and Inclusion (ED&I) Strategy where matters relate to the performance of services and quality of casework and will be guided by the ED&I Steering Group on matters that require the Committee's attention.

### **2. Responsibilities**

- 2.1. The Committee will give assurance to the Board that Cafcass is continuously improving and maintaining performance and quality through consideration and scrutiny of.
  - 2.1.1. the activities and developments aimed at improving the performance and quality of practice of Cafcass and improving outcomes for the children it serves
  - 2.1.2. inspection reports, data relating to Cafcass submissions to child safeguarding practice reviews, and the outcomes of local service area quality reviews and practice audits, where these involve major findings and/or major learning points and receiving reports on the implementation of action plans
  - 2.1.3. major revisions to the public and private law practice models as they are being developed
  - 2.1.4. planned innovations to practice and work to strengthen internal systems
  - 2.1.5. performance against strategic priorities and key performance indicators and Cafcass' contribution to all whole system key performance measures
  - 2.1.6. practice issues relating to the fulfilment of Cafcass' functions, referring any major issues to the whole Board

### **3. Membership and quorum**

- 3.1. The Chair and members of the Committee shall be Board members and shall be appointed by the Board. There is no upper limit on membership.
- 3.2. A minimum of three members of the Committee will be present for the meeting to be deemed quorate.

#### **4. Meetings**

- 4.1. The Committee shall meet four times a year. The Chair of the Committee may convene additional meetings if they are deemed necessary.
- 4.2. The Chief Executive Officer, Director of Strategy, National Director of Operations, Deputy Director of Operations and Deputy Director for Improvement and Principal Social Worker will normally attend meetings of the Committee. Representatives from the Cafcass Sponsorship Unit and HMCTS will be invited to attend meetings of the Committee.
- 4.3. The Committee may ask other staff to attend to assist with its discussions on a particular matter.

#### **5. Administration of meetings**

- 5.1. Meetings of the Committee shall be arranged by the Members Office.
- 5.2. The Corporate Manager (Secretariat Services) will ensure that minutes are taken at all meetings, which will formally record any decisions made and include the names of those present and in attendance.
- 5.3. Unless otherwise agreed, the meeting agenda and papers for discussion, shall be forwarded to each member of the Committee, no later than five working days before the date of the meeting.

#### **6. Reporting Responsibilities**

- 6.1. The Chair of the Committee will report the Committee decisions at the next Board meeting following the Committee meeting.

#### **7. Information Requirements**

- 7.1. The Committee will be provided with, but not limited to, the following progress reports:

##### Standing items

- Performance scorecard
- Operational spotlight report
- Learning from significant incidents quarterly review
- Practice/corporate presentation (topic to be decided by the Chair and National Director of Operations)
- Strategic risk report (for information)

##### Annual/Bi-Annual items

- Research programme annual report
- Learning & development annual report
- Customer service annual report
- National improvement plan bi-annual report

***Last review 20 March 2023***

***Next Review March 2024***