



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 Strategy where matters relate to the performance of services and quality of casework and will be guided by the Equality, Diversity and Inclusion Strategy 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. strategic performance and delivery of strategic priorities and improvement programmes
 - 2.1.2. performance against key performance indicators and Cafcass' contribution to all whole system key performance measures
 - 2.1.3. 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
 - 2.1.4. major revisions to the public and private law practice models as they are being developed
 - 2.1.5. planned innovations to practice and work to strengthen internal systems
 - 2.1.6. practice issues relating to the fulfilment of Cafcass' functions, referring any major issues to the 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, National Director of Operations, Deputy Directors for Operations and Improvement, Assistant Director (Principal Social Worker), Assistant Director (Performance and Quality Assurance), and Head of Business Analysis will normally attend meetings of the Committee.
- 4.3. Representatives from the Cafcass Sponsorship Unit will be invited to attend meetings of the Committee. Partners are invited as observers but as far as possible are invited to contribute more generally to discussions, including providing challenge where appropriate, to help the Committee reach the best possible judgement.
- 4.4. 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 to 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:

Strategic performance reports covering (Standing items):

- Practice Pillar
- Public Law Improvement Programme
- Private Law Improvement Programme
- Domestic Abuse Improvement Programme and Practice Reference Group

Quality, Assurance and Effectiveness

- National Performance Dataset (standing item)
- Feedback and Learning Report (standing item)
- Operational spotlight report (standing item for information)
- Strategic risk report (for information)
- Research programme annual report (annual report)
- Learning & development annual report (annual report)
- Customer service annual report (annual report)
- Mid and year end operational service area reviews (annual reports)

Last review March 2025

Next Review March 2026