



APPENDIX A

Cafcass Partnership Committee Constitution

1. Introduction

- 1.1 The Cafcass Partnership Committee is the forum for negotiation, consultation and representation between Cafcass and its Union partners.

2. Terms of Reference

- 2.1 The Cafcass Partnership Committee will provide the means for discussion, consultation, and negotiation between Cafcass and the trade unions.
- 2.2 The Committee will act as a forum for:
- a. Agreement of joint procedural arrangements regulating relationships between Cafcass and the trade unions
 - b. Establishment of Cafcass' general terms and conditions of employment for staff groups covered by the Partnership Agreement
 - c. Communication on corporate issues
 - d. Consultation on major change or strategic planning decisions which have workforce implications
 - e. Discussion of other non-negotiating issues affecting staff
 - f. Seeking to prevent differences and resolve them should they arise outside of the Disputes Procedure.
- 2.3 The Cafcass Partnership Committee will not involve itself in individual cases or matters that fall under the remit of local management unless these cases have wider implications within Cafcass.
- 2.4 Decisions of the Committee will be by agreement between the parties. Agreements made by the Committee are subject to formal approval by

Created: March 2010
Implementation Date: 1st June 2010
Revised: March 2012

the CMT and then by the Department of Education and/or Treasury as necessary.

3. General Principles

- 3.1 To ensure effective and speedy resolution of matters subject to negotiation, members of the Partnership Committee shall have full delegated authority to negotiate on behalf of the Board or trade union representatives, and to recommend a particular line of action once negotiations have been concluded.
- 3.2 Trade union representatives will consult with executive committees and their members as required.
- 3.3 Cafcass management members will consult with the CMT, Board or its delegates, and with the Department of Education as required, prior to final agreement being reached.
- 3.4 All jointly negotiated agreements will be set out in writing and signed by Cafcass and the Chairs of the trade union representatives.

4. Meetings

- 4.1 The Committee will meet bi-monthly as a negotiating forum and twice a year, with extended membership, to deal with strategic issues and to agree the work programme for the committee.

5. Membership

- 5.1 The membership of the bi-monthly meetings will be as follows:

Trade Unions

- 3 members from Napo
- 3 members from UNISON
- 1 member from PCS

Cafcass

- Operational Director
- Director of Human Resources and Organisational Development
- Up to 3 other Senior Managers

- 5.2 Management will provide secretarial support.

- 5.3 The Chief Executive of Cafcass will attend at least twice a year.

Created: March 2010

Implementation Date: 1st June 2010

Revised: March 2012

- 5.4 Membership of the committee will be extended for the twice per year strategic meetings to include the following in addition to the above:

Trade Unions

- 4 members from NAPO
- 4 members from UNISON

Cafcass

- Additional representation, as required.

5.5 Attendance of Non-Members

5.5.1 Either group may, with the prior agreement of other, invite non-members to attend a meeting of the Committee to contribute to its discussions, to provide specialist advice, or for development purposes.

5.5.2 Substitutes will be agreed as and when necessary.

5.6 Quorum

5.6.1 The attendance of 4 staff representatives (two each from Napo and Unison) and 2 Management representatives shall constitute a quorum.

6. Agenda

6.1 The Agenda will be agreed by the Director of HR & OD and a representative of both Napo and UNISON and circulated to the members with the notes from the previous meeting at least 10 working days before the meeting.

6.2 Items to be considered under 'Any Other Business' (A.O.B.) must be raised at the commencement of the meeting. The Chair will agree whether A.O.B. items are to be discussed at that meeting, at a later date, or outside of the meeting.

6.3 Minutes will be agreed by Committee.

7. Sub Groups

7.1 The Cafcass Partnership Committee will appoint and agree the terms of reference of sub committees as required.

Created: March 2010
Implementation Date: 1st June 2010
Revised: March 2012