

Child Maintenance and Enforcement Commission Board

Summary Minutes of the Commission Board Meeting 23 September 2008

Members:

Janet Paraskeva – Chair
Deborah Absalom
Rosemary Carter
Stephen Geraghty
Bill Griffiths
Alan Hardy
Heather Jackson
Susan Park
Maeve Sherlock
Keith Woodhouse

Paul Wright – Commission Lawyer
Allison Heasman – Board Secretariat

Apologies:

None

1. Vision for the Commission

- 1.1 Further work will be undertaken suggesting a way forward for the Board to settle on an agreed Vision statement.

2. The Commissioner's Report

- 2.1 A detailed report covering key business issues was issued in advance of the meeting; the main discussion points included:

CSA Business Performance

- 2.2 The Report provided a summary of performance before the Repeal of Section 6 and Disregard impacts.

Communications Plan

- 2.3 It is not planned to undertake any further mass communication with clients on the transfer of the CSA into the Commission.

Implementation of Productivity Release 1 [CSA Systems Upgrade]

- 2.4 The implementation was successful with a small number of minor incidents, all of which are being dealt with.

- 2.5 The Board requested that its formal congratulations be recorded and passed on to all involved in the successful delivery of this immense system upgrade; all the hard work is very much appreciated.

The Future Scheme

- 2.6 A procurement exercise has begun to find a systems integrator to produce an IT solution for the future statutory scheme.

3. Board Governance

- 3.1 The Board agreed the governance documentation: the Standing Orders, the Code of Conduct and the Responsibilities Paper. The Scheme of Delegations is to be finalised to include decision-making under the Child Support Act 1991 at the next meeting, but was agreed subject to that.

4. Corporate Planning

- 4.1 The context and ambition of the approach to corporate planning for the Commission was discussed. Subject to minor amendments the document was agreed.
- 4.2 Publication of the Business Plan for 2008/09 was the first stage in developing the Commission's Corporate Plan.

5. Strategic Risks for the Commission

- 5.1 The Board considered the strategic risk register presented.

6. Set up and Creation of the Child Maintenance and Enforcement Commission

- 6.1 The Board was updated on the current position for the set up and creation of the Commission, including transition of the Secretary of State functions.

7. "Caseworker Online" tool

- 7.1 The Board were updated on the new Caseworker Online tool being deployed to caseworkers. The main purpose of the tool is to improve enforcement performance. Security is paramount and stringent measures are already in place.

8. The future scheme for calculation of child maintenance

- 8.1 The Board considered a paper detailing initial policy thinking around the future client maintenance scheme.

9. AOB

- 9.1 The Board agreed to establish the Non-executive Functions Committee with Maeve Sherlock as Chair, and with Janet Paraskeva, Rosemary Carter, Deborah Absalom, Bill Griffiths and Heather Jackson as members.
- 9.2 The next meeting of the Board will be on 21 October 2008.