

Child Maintenance and Enforcement Commission Board

Summary Minutes of the Commission Board Meeting 18 December 2009

Members:

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

Paul Wright - Commission Lawyer
Maria Jobson - Board Secretariat

Apologies:

Deborah Absalom – Due to weather conditions

Also attending:

Simon McKinnon
Jenny Stewart
Jon Chadwick
Gillian Hood
Derek Wright
Sue Mead

1. Minutes and Matters Arising from 24 November meeting

1.1 Minutes

1.1.1 The minutes were agreed as a full and correct record of the meeting.

1.2 There were no matters arising.

2. The Commissioner's Report

The report provided a detailed summary of progress and developments in key areas of the Commission since the Board last received an update on 24 November. Key points for the Board to note were highlighted as:

Select Committee

2.1 The Board were informed that the Chair and Commissioner had attended

the Work and Pensions Select Committee hearing on 2 December, which lasted just over two hours.

- 2.2 The Chair of the Committee, Terry Rooney MP, concluded by wishing the Commission well in our endeavours to reform child maintenance.
- 2.3 The only media coverage of the session was from *Computing* magazine and the Commissioner gave an interview to *Credit Today* magazine, which will be published on the 6 January.

Adjournment Debate

- 2.4 The Board were updated on the Adjournment debate on the 16 December, raised by Brian Donohoe MP.

Commission Legal Advisor

- 2.5 The Board were informed that a new Commission Legal Advisor will start on 18 January and will be based in Leeds. She will be attending future Board meetings (from January) in her capacity as legal advisor.

3. Future Scheme Programme Update

- 3.1 The Board were updated on the review that Risk Assurance Division had just completed on the Change programme. There were no surprises the full report will be distributed to Board members with the January Board papers.
- 3.2 The Board were then taken through the Future Scheme Plans and critical path.

4. Supplier Selection – Framework Award

- 4.1 The purpose of this paper was to inform the Board of the outcome of the invitation to tender.
- 4.2 The invitation to tender stage assessed whether potential suppliers understand the Commission's requirements to deliver the future scheme, particularly the customer journey, the systems and processes, and their relative cost. The criteria that organisations were assessed on were:

4.2.1 Quality of Client Service

4.2.2 Information Systems

4.2.3 Human Resources

4.2.4 Business Continuity

- 4.3 Seven organisations have been successful in being appointed to the Framework of partner organisations for the future scheme. When the Commission wishes to award a contract for the delivery of elements of the future scheme, a mini-competition will be held between the Framework partner organisations.

5. Update from the Audit Committee

- 5.1 The Chair of the Audit Committee updated the Board on their meeting held on the 14 December, where the proposed internal audit strategy and Client Funds Account were discussed.

Proposed Internal Audit Strategy

- 5.2 This paper was presented to the Audit Committee who were taken through the options for the provision of an internal audit service.
- 5.3 The Audit Committee will meet at the beginning of January to discuss the key questions and issues before the strategy is presented to the January Board.

Client Funds Account

- 5.4 The Board were updated on the Commission/NAO work.

Rosemary Carter left the meeting at this point, due to the weather conditions.

6. Risk Workshop

- 6.1 The Board were reminded that whilst a strategic risk register currently exists for the Commission, it was agreed at the September Board that an exercise should be undertaken to fundamentally review the risks.
- 6.2 The Board were informed that the assessment would begin with a 'blank sheet of paper' and as appropriate, any existing risks will later be aligned.
- 6.3 The Board then went through the eight themes and asked to highlight risks.
- 6.4 The Board agreed that Risk Management Team would work on the risks the Board had highlighted and then present the risks to the Executive Team for scoring, before being presented back to the Board in the New Year.

7. Any Other Business

- 7.1 The next meeting of the Board will take place on 19 January.