

Child Maintenance and Enforcement Commission Board

Summary Minutes of the Commission Board Meeting 25 January 2011

Members:

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

Also Attending

Jo Broomfield
Gillian Hood
KJ Rower
Ian Wright

Justinia Lewis - Commission Legal Adviser
Maria Jobson - Secretariat
Karen Polston - Secretariat

Apologies:

None

1. Minutes and Matters Arising from 23 November and 17 December meetings

1.1 Minutes.

1.1.1 Subject to changes offered at the Board the minutes and summary minutes of the 23 November and the 17 December Board meetings were agreed.

1.1.2 The outstanding actions were reviewed and updated accordingly.

1.2 Matters Arising

1.2.1 The Chair of the Remuneration Committee raised a potential change of date of the Remuneration Committee scheduled for 10 February due to changes in the recruitment timetable for the new Commissioner.

1.2.2 The Chair updated the Board on the recruitment of the new Commissioner. The closing date has now passed and Odgers Berndtson are currently supporting the process of long listing applicants.

1.2.3 The current Change Director retires on 31st January and the Secretary of State has approved the appointment to the Board of Ian Wright as the new Change Director with effect from 1st February 2011.

2. The Commissioner's Report

Key points for the Board to note were highlighted as:

Commission Organisational Restructuring

- 2.1 The Board were taken through the rationale for the Organisational changes that will come into effect from 1 February 2011. The key changes involve a new structure at Executive Team level and integration into a single organisation to support the testing and implementation phases of the Future Scheme and in readiness for the move into DWP, subject to the passage of the Public Bodies Bill.
- 2.2 The Commissioner gave an overview of the changes at Executive Team level and the moves of teams underneath to a functional responsibilities organisation.
- 2.3 The Commissioner reported that feedback from around the organisation was generally positive. Colleagues could see the rationale for the changes but were still concerned about the potential for redundancies resulting from restructuring and outsourcing.

Engagement with Ministers

- 2.4 The Board were provided with an update on the Green Paper. The launch had gone smoothly and the issue attracting most comment is the proposal to commence charging for applications, collections and enforcement sometime after the launch of the future scheme.

Working with Other Government Departments

- 2.5 The Board agreed that Deborah Absalom would offer her support and input to any work established to look at the role of the voluntary sector and other Government Departments on integrating family support services. This engagement is likely to take place over the next few months to dovetail with other cross-government work such as the Family Justice Review.

Child Maintenance Options

- 2.6 Inbound calls have fallen in the last two months of the year. A combination of factors is likely to have contributed to this reduction in call volumes. As well as the seasonal pre-Christmas trend in lower volumes, adverse weather in late November and throughout December, lower Jobcentre Plus referral volumes and a decline in calls to the marketing line (no marketing activity has been undertaken in this financial year) have all had an impact.

CSA

Business Performance against Ministerial Targets

- 2.7 Performance held steady and should remain on track to meet the Ministerial end of year targets.

3. Board Stock Take

- 3.1 The Board agreed that the stock take discussion had been worthwhile and that it was useful to discuss items outside of the formal Board meeting structure. It was agreed to change the format of future meetings from February 2011.

4. Change Programme Update

- 4.1 The Board were updated on the work to date on the Future Scheme programme plan. There has been good work done on the plan which will continue to be updated to ensure all the necessary integration and dependencies of all programmes within the plan are properly covered.
- 4.2 The reorganisation will ensure that the right people are identified and allocated to work on the new plan.

5. Commission Board Risk

- 5.1 The Board were taken through in detail the Risk Register and feedback and amendments required were given on each risk. The Board asked that future sessions on risks should focus more on the key high level risks.
- 5.2 The Board discussed the data available on security issues and it was agreed that the monthly security data report that is issued to the Commissioner will be issued to the Board as a Below the Line paper each month.

6. Audit Committee Update

- 6.1 The Board were updated on the previous two Audit Committee meetings (10 December 2010 and 24 January 2011).

7. Any other business

- 7.1 The Chair informed the Board that the current Change Director and Board secretary both leave on 31 January 2011. The Board conveyed their thanks for their hard work and commitment and wished them all the best for the future.
- 7.2 The Chair also passed on thanks to Mark Grimshaw (CSA Managing Director) who left the organisation on 14 January 2011 to take up the post of Chief Executive of the Rural Payments Agency.
- 7.3 The next Board meeting will take place on 22 February in the Commission's Leeds Office with timings to be confirmed.