

Cafcass Cymru

Fee Paid Practitioner Framework

Information Pack



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Background

The Children and Family Court Advisory and Support Service (Cafcass Cymru) sits within the Welsh Government and is responsible for safeguarding and promoting the welfare of children involved in Family Court proceedings.

Cafcass Cymru has a vital role in supporting children and families and advises the courts on what we consider to be in the best interests of children. Almost all cases are referred to us by a court. The child's future welfare is at the heart of every decision made and every action taken by Cafcass Cymru. Our purpose is to safeguard the child and ensure their voice is heard within the Family Justice System.

Cafcass Cymru has 10 offices across Wales covered by five geographical operational areas. The five geographical areas are:

- North Wales
- South Wales
- Mid & West Wales
- South West Wales
- Gwent

Each operational area has a Head of Operations who has responsibility for service delivery in their area. Heads of Operations are supported by Practice Managers who assist and support the Head of Operations managing a team of practitioner staff.

Appointment of Fee Paid Practitioners

Cafcass Cymru is looking to appoint Fee Paid Practitioners to provide support to the current workforce in busy and demanding periods. A framework has been established to help bring qualified social workers into the organisation at short notice across any of the geographical areas. Fee Paid Practitioners will be appointed in a geographical area and will be required to travel to their office base, attendance at home visits and court where applicable.

Fee Paid Practitioners will undertake direct work on a Private and/or Public Law case commensurate with the level of management responsibility, as agreed with the relevant Practice Manager and/or Head of Operations. Fee Paid Practitioners will be appointed as independent contractors to provide the services. A job description is available at **Appendix 1**.

During the term the Fee Paid Practitioner will:

- provide their services in accordance with best professional practice
- provide their services promptly and in a professional and courteous manner to reflect and promote the image of Cafcass Cymru
- have access to and comply with all relevant operational policies and procedures
- undertake mandatory information security training and case management training on IRIS on appointment

- be paid as set out in the schedule of rates at **Appendix 2**
- have responsibility for the security of all information – electronic and hard copy
- hold and for a period of 5 years after the expiry of the term, professional indemnity insurance with a reputable insurance company providing a minimum cover of £2,000,000

Prior to appointment on a case, practitioners will be supplied with a Welsh Government laptop and VPN fob for secure access to the system. Any information relating to the case will be stored on the electronic case management system (IRIS) and electronic document management system (iShare).

HM Revenue and Customs has determined that this work is regarded as carrying employment status for the purpose of taxation and national insurance. For this reason, you will be paid through the Welsh Government payroll system with deductions for income tax and national insurance. This is not intended to confer employment rights.

Once accepted onto the framework, Fee Paid Practitioners will remain on the list of a period of 12 months upon which your status will be reviewed. All Fee Paid Practitioners will be subject to a six-monthly performance appraisal. Cafcass Cymru has the right to remove you from the framework where there have been two or more occasions for unsatisfactory performance.

On appointment to the framework you will be issued and will need to sign an overarching contract for the provision of services. On appointment to a case you will be issued with an individual contract setting out case information details.

Eligibility/Verification of Appointment Checks

All Fee Paid Practitioners will:

- Be qualified social workers with a diploma in Social Work (or Social Care Wales recognised equivalent) and a minimum of 3 years post qualifying experience of working with children and their families.
- Be a registered Social Worker with a Social Care regulator. For all practice in Wales you must be registered with Social Care Wales.
- Hold a current Disclosure Barring Service certificate
- Hold professional indemnity insurance with a reputable insurance company providing a minimum cover of £2,000,000 upon appointment.
- Be expected to travel around their geographical area of work to attend office base, court hearings and conduct home visits.
- Have the ability to meet competency and job specific criteria as set out in the job description

Appointment will be subject to confirmation of the above eligibility checks prior to taking up appointment.

In addition, candidates will be expected to complete pre-placement form 1, Baseline Personal Security Standard (BPSS) which verifies identity; employment / education history (past 3 years); nationality and immigration Status and criminal record. To evidence the above conditions of appointment, candidates will be expected to arrange a pre-placement security screening appointment bringing with them a completed pre-placement form 1 along with three forms of identification:

- **A photographic document**
e.g. a valid passport and / or new style driving licence which confirms your date of birth.
- **A document which shows your current address**
must be dated within 3 months of current date, but not a mobile phone bill or documentation printed from the internet (on-line bills, on-line bank statement) eg. utility bill, bank / building society statement
- **One other form of Identification document**
e.g. Birth Certificate, Marriage certificate, a utility bill, bank / building society statement

Further Information

For further information, please contact Jane Smith, Head of Operations, 0300 062 8463.

Appendix 1

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Cafcass Cymru

Appointment of Fee Paid Practitioners

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Interested in working in Cafcass Cymru?

Cafcass Cymru is looking to recruit Fee Paid Practitioners working on an ad hoc basis to provide support to teams to meet service demand.

Further information and how to apply is available on our website at <http://cafcass.gov.wales/aboutus/jobvacancies/?lang=en>

Cafcass Cymru invites applications from suitably qualified and experienced individuals to form a professional resource of Fee Paid Practitioners to work on a call off basis.

Fee Paid Practitioners will support operational teams in assessing the needs, safeguarding and promoting the welfare of individual children involved in Family Proceedings and providing advice and reports to the Family Court to achieve the best possible outcomes for these children.

Applicants will need to hold a Diploma in Social Work (or Social Care Wales recognised equivalent) and a minimum of 3 years post qualifying experience of working with children and their families.

The ability to work through the medium of Welsh is desirable but not essential.

Candidates will also need to go through eligibility checks and will be expected to hold a Social Care Wales registration, a current Disclosure and Barring Service (DBS) check (previously known as CRB checks), professional indemnity insurance with a reputable insurance company providing a minimum cover of £2,000,000.

Travel throughout Wales will be required for the role and the occasional overnight stay.

Further details are available in the information pack. If you are interested in becoming a Fee Paid Practitioner please complete the attached application form and email to CafcassCymruHR@gov.wales .

If you have any questions please contact CafcassCymruHR@gov.wales .

Appendix 2



SCHEDULE OF RATES APPLICABLE TO CONTRACT FOR SERVICES:

1. FIXED FEE /SECTION 7 REPORTS

- 1.1 Preparation of a report under section 7 of Children Act 1989 (CA) which will include all preparation, meetings with parties and children, the completion and filing of the report will be paid at the rate of **£550 per case**.
- 1.2 If the author of the section 7 report is directed to attend court then the hourly rate as set out in paragraph 2 below will apply.
- 1.3 An addendum report ordered under section 7 CA will be paid at the rate of **£250 per case**.
- 1.4 Fixed fee work does not attract travel time.

2. HOURLY RATE

- 2.1 Any work undertaken with the exception of section 1 above, for the provision of services or appointment by the court as an officer of the service will be paid at **£33 per hour**.
- 2.2 The provision of services includes preparation, consideration of documents, attending meetings, meeting all relevant parties, attending court and completion and filing of reports will be paid at the hourly rates as set out in 2.1 above.
- 2.3 The preparation of a report prepared to comply with the Child Arrangements Programme on safeguarding prior to the First Hearing (safeguarding enquiries report) and attendance at FHDRA hearings will be paid at the hourly rate as set out in 2.1 above.
- 2.4 Appointment by the court as an officer of the service will include:
 - Appointment as children's guardian;
 - Appointment as parental order reporter;
 - Appointment as an officer with responsibility for a Family Assistance Order;
 - Appointment as an officer of the service to monitor Child Arrangements orders;
 - Appointment as a reporting officer;
 - Appointment as a Children and Family Reporter in Adoption proceedings.

3. COURT DIRECTED WORK

3.1 In exceptional circumstances where the court directs specific pieces of work from the author of a section 7 report: for example observation of contact, attending specific meetings, or setting up a further meeting with a child, the Contract Manager will agree an additional sum based on the hourly rate of £33 and this sum must be agreed in advance.

4. TRAVEL TIME

4.1 Travel time except for those cases where there is a fixed fee further to paragraphs 1.1 and 1.3 above, the sum of £33 per hour will be paid for time taken to travel to appointments, to court hearings and other professional meetings. FPPs will have an identified base for the purposes of claiming travel time.

4.2 If the Contractor is ordered by the court to travel abroad, a fee will be agreed in advance with the Contract Manager to cover the time taken in travelling and the time taken in which the Contractor is not directly engaged with the casework. This must be agreed with the Contract Manager in advance.

5. TRAVEL AND SUBSISTENCE

5.1 Travel and subsistence will not be paid in normal circumstances as this is covered by the travel time fee. Where the Contractor has to work outside the normal working area the Contract Manager will agree with the Contractor, **in advance**, a variation in the contract terms to include payment for out of pocket travel expenses in the form of standard rail travel or mileage at the standard T & S mileage rate from Cafcass Cymru, whichever is the lower. If it is less than the cost of return travel, accommodation limited to the Cafcass Cymru friends and family rate in existence at the time. Only those expenses agreed in advance will be paid.