



Emma Busby
request-527821-2f30180b@whatdotheyknow.com

Cafcass National Office
3rd Floor
21 Bloomsbury Street
London
WC1B 3HF

Your ref: CAF 18-115
Our ref: Gov/CAF 18-115

Tel 0300 456 4000

08 November 2018

Dear Ms Busby,

Re: Freedom of Information Request

Thank you for your email of 22 October 2018. You made the following requests for information:

Please could you provide copies of your template contracts of employment that you ask Family Court Advisors to sign.

Please find attached a copy of our template contract for Family Court Advisers.

Could you also provide copies of your templates that you use to contract Associate Family Court Advisors.

Please find attached a copy of our template contract for Cafcass Associates.

During your recruitment process for Associate Family Court Advisors you state on your website Our process includes the option of telephone interviews, online assessment and panel interviews. Please can you provide details of your online assessment process: which online tool do you use, who developed this tool for you, how long have you been using it, and copies of the questions asked within the assessment.

Cafcass uses bespoke online assessments which are provided by T-Three consulting.

We jointly developed the original versions of the assessments with Mendas who were subsequently acquired by T-three Group in 2015.

Edward Timpson CBE Chair
Anthony Douglas CBE Chief Executive





Cafcass have been using online assessments as part of our recruitment process since 2013. These are updated periodically.

Cafcass is unable to provide copies of the questions asked within the assessment. Disclosing this information would otherwise prejudice, or would be likely otherwise to prejudice, the effective conduct of public affairs. We consider that prejudice to the conduct of public affairs refers to our ability to offer an effective service through selecting and recruiting the right candidates and our ability to offer a fair recruitment process. The public interest is in us maintaining a position from which we can run an effective recruitment and selection campaign. This can be adversely affected if we are unable to run an online assessment where all candidates did not know the online assessment questions or know the type and nature of the questions. Cafcass need to be able to offer a fair recruitment process. If the information requested is disclosed, this could advantage any candidates who are aware of the disclosure and could disadvantage those who were not.

A response to this request is therefore exempt under Section 36 of the Freedom of Information Act.

Prejudice to effective conduct of public affairs – [Section 36 of the Freedom of Information Act](#) provides that:

- (2) Information to which this section applies is exempt information if, in the reasonable opinion of a qualified person, disclosure of the information under this Act—
 - (b) would, or would be likely to, inhibit—
 - (i) the free and frank provision of advice, or
 - (ii) the free and frank exchange of views for the purposes of deliberation, or
 - (c) would otherwise prejudice, or would be likely otherwise to prejudice, the effective conduct of public affairs.

Could you also provide a copy of the training manual or documents used by your recruitment team to help them conduct the evaluation of the online assessments correctly

The scoring for the online assessment process is partially automated, with managers then scoring a piece of written work.

Cafcass is unable to provide copies of the training manual or document used by HR staff to evaluate the online assessments. Disclosing this information would otherwise

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We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's Office (<https://ico.org.uk/>):

Post

Information Commissioner's Office
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF

Fax

01625 524 510

Tel

0303 123 1113

E-mail

casework@ico.org.uk

Yours sincerely,

Edward Timpson CBE Chair
Anthony Douglas CBE Chief Executive





Governance Team
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Anthony Douglas CBE Chief Executive



Cafcass, the Children and Family Court Advisory and Support Service, is a non-departmental body of the Ministry of Justice
Cafcass National Office, 3rd Floor, 21 Bloomsbury Street, London, WC1B 3HF