



G Harrison
request-525915-afd487d8@whatdotheyknow.com

Your ref: CAF 18-119
Our ref: Gov/CAF 18-119

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

Tel 0300 456 4000

13 November 2018

Dear G Harrison

Re: Freedom of Information Request

Thank you for your email of 26 October 2018. You made the following requests for information:

Thank you for providing those details. It is great to hear that you have moved to a better PLR system.

In your response you say that the new Cafcass PLR includes a "Self-assessment form for staff to complete to better inform assessment and support;"

1. Please provide a copy of that form

Cafcass is unable to provide a copy of the self-assessment form as it is built into the SharePoint system for each individual member of staff, it is not a separate document.

However, the attached guidance document for staff on the PLR system sets out how the self-assessment form should be completed and includes images of the form (pages 2 – 8).

2. Please confirm how often PLRs are undertaken for each employee: monthly, quarterly, annually etc

Please see our [Supervision Policy](#) which sets out the frequency for PLRs by role (section 2.0).

Edward Timpson CBE Chair
Anthony Douglas CBE Chief Executive





3. Please confirm how many PLRs have been completed since you launched the new Cafcass PLR. Ideally you would provide this data by unique employee count and preferably broken down by month.

A total of 8,201 PLRs have been completed on the new CafcassPLR site since its launch in September 2017. The below table displays the total number of PLRs completed in each month since launch.

	2017				2018										Total
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
PLRs completed on CafcassPLR	345	642	637	505	719	555	619	676	584	591	645	545	584	554	8201

4. Please confirm how many employees have still not had a PLR on the new Cafcass PLR since you launched it.

In Cafcass currently, there are 1,905 staff who are eligible to have had a PLR completed on CafcassPLR since its launch. Of these, 1,870 (98.2%) staff have had at least one PLR completed, and 35 (1.8%) have not had a PLR completed on CafcassPLR.

5. Please confirm that the Cafcass PLR applies to all employees within Cafcass, preferably broken down by employment or contractual relationship type, and confirm that this includes all employees up to and including members of Cafcass Board.

As stated in our [Supervision Policy](#), each member of staff (employed and temporary) will have PLRs held at suitable intervals.

Cafcass Board members do not have PLRs. However, they are subject to annual appraisals by the Chair of the Board as per the terms of their appointment with Cafcass.

6. Please provide a copy of your internal HR (or other) guidance for Managers and others on how to evaluate any employee PLR and what actions to take once the PLR is complete

Please see the attached guidance document for staff on the PLR system, this includes guidance for managers.

7. Please provide an up to date copy of your disciplinary procedure

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Cafcass disciplinary procedures are outlined in Cafcass' [Employee Relations Policy](#) (section 5).

8. Please provide an up to date copy of your PLR guidance for employees

Please see the attached PLR guidance for staff.

9. Please confirm whether your new PLR system includes integrations with your Soutron Library Management System and which Soutron reports and data it supports

Cafcass PLR does not integrate with the Cafcass Library Management system.

10. Please confirm whether your new PLR system includes an integration with your elearning system and which reports and data it supports

Cafcass PLR does not integrate with the Cafcass eLearning system.

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,

Governance Team

Cafcass

Governance@cafcass.gov.uk

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Anthony Douglas CBE Chief Executive





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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