

D Wilson  
[request-179310-f18ee1fe@whatdotheyknow.com]



**Your ref:** CAF 771  
**Our ref:** KC/CAF 771  
**Date:** 2<sup>nd</sup> October 2013

6th Floor  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Tel: 0844 353 4332  
Fax: 0844 353 3351

Dear D Wilson,

### Re: Freedom of Information request

Thank you for your email, which was received on 1<sup>st</sup> October 2013. You made the following request:

Please provide me with a copy of:

1. The staff handbook
2. The finance manual
3. Your induction policy
4. Any list held by cafcass that relates to required training of new starters or document that discusses the issue (including any guidance to managers on training required/available)
5. A copy of any workload allocation tool/s
6. A copy of any document, redacted to ensure confidentiality if necessary, relating to workloads of family court advisors, produced by any part of the organisation in the last three years.

If any of the above is considered beyond the remit of FOI, please do not simply refuse this application but, rather, provide what you can provide that will assist, bearing in mind your duties to comply and make a genuine attempt to assist me in my enquiries.

This letter serves to acknowledge that your request was received on 1<sup>st</sup> October 2013 and it will be dealt with it under the terms of the Freedom of Information Act 2000.

Your reference number is **CAF 771**.

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive



Cafcass, the Children and Family Court Advisory and Support Service, is a non-departmental public body of the Department for Education  
Cafcass National Office, 6<sup>th</sup> Floor, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

Under the Act, Cafcass is required to notify you as to the final decision made regarding your request 20 working days from receipt of your request. You will receive a response on or before 29<sup>th</sup> October 2013.

Yours sincerely,

Governance Team

Cafcass

[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive



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