

---

**Child Maintenance and Enforcement Commission Board  
Summary Minutes  
24 July 2012  
Leeds**

**Members:**

Janet Paraskeva – Chair  
Noel Shanahan  
Deborah Absalom  
Rosemary Carter  
Bill Griffiths  
Heather Jackson  
Susan Park  
Ian Wright

Christine Forster	CSA Operations Director
Steve Buckingham	Finance and Commercial Director
Justinia Lewis	Commission Legal Adviser
Stewart Paterson	Secretariat

**Apologies**

None

**1. Minutes and Matters arising from 22 May & 19 June 2012 meetings**

1.1 Minutes

1.1.1 The minutes of the 22 May Board meeting were approved subject to amendment to 6.2.

1.1.2 The summary minutes of the 22 May Board meeting were agreed.

1.1.3 The minutes of the 19 June meeting were approved subject to amendment to paragraphs 1.3, 1.7 & 1.8.

1.1.4 All action points were closed.

1.2 Matters Arising

1.2.1 There were no matters arising.

**2. Commissioner's Report**

2.1 The Commissioner provided the Board with updates on, recent Ministerial engagement, Client Service, Integration with DWP and the position relating to finance and performance.

---

### **3. Green Paper and Policy Update**

- 3.1 The Corporate Affairs Director provided an overview of Ministerial activity since the issue of the Board pack. The Board were updated on the whole range of current work including the scheduled debates in both Houses around Phase 1 calculation regulations.

### **4. Change Programme Update**

- 4.1 The Change Director provided an overview of the Change Programme, since the last Board meeting and confirmed that User Acceptance Testing was scheduled for completion at the end of August.

### **5. Spending Review Update**

- 5.1 The Finance and Commercial Director provided an update on the Spending Review position and confirmed that spend was within budget.

### **6. Audit Committee**

- 6.1 The Board were provided with an update on recent Audit Committee activity. The 2011-12 Annual Report and Accounts were laid on 9<sup>th</sup> July 2012 at the same time as the Departmental Accounts. The Commission's closing account are planned to be laid before the end of 2012.

### **7. Any Other Business**

- 7.1 The Chair ended the meeting by thanking all Board members for their valued contributions to the business of the organisation over the four years since its inception and in particular the tremendous progress made.
- 7.2 The Non Executive Directors wanted to register their views that the Board packs produced were of a very good standard and contained just the right level of detail for decisions to be made – and could be used as an example to other organisations. The Commissioner echoed this sentiment.
- 7.3 The Commissioner then thanked, on behalf of the executive directors, the Non Executive Directors for their valued contributions to the Board during the Commission's lifetime and their considerable effort and support during the challenges faced and decisions made over the period.
- 7.4 The final Board Meeting of the Child Maintenance and Enforcement Commission closed.