

# APPENDIX E/1: The Care Centre Plan

## Objective

To implement the protocol (without modification) on a local basis and to ensure that in each Care Centre judicial and administrative resources are deployed in order to achieve the highest practical level of continuity of judicial case management and the earliest possible resolution of cases

**1 Responsibility for the Preparation and Operation of the CCP:** The Designated Family Judge (DFJ) in each Care Centre shall be responsible for the preparation and operation of the CCP

**2 Consultees:** When preparing the CCP the DFJ shall consult fully with each of the Circuit and District Judges nominated to do Public Law work at the Care Centre as well as with:

- The Court Service
- All relevant Family Proceedings Courts (FPCs)
- CAFCASS
- All relevant Local Authorities
- Other local professional bodies

**3 Contents of the CCP:** The CCP shall provide for the following:

- a) The arrangements for transfer and retransfer of cases between the FPCs and the Care Centre and the job title and contact particulars of the person responsible for administering transfers at each court
- b) How and when cases will be allocated to one and not more than two case management judges (one of whom may be and where possible should be the judge who will conduct the Final Hearing) to case manage the proceedings in accordance with the protocol and the CCP
- c) Where two judges are allocated, for the division of work between them
- d) Where the case management judge or judges are not able to be the Final Hearing judge, how and when the Final Hearing judge for the case is to be identified
- e) Wherever possible, for the release of the allocated judges from other business to hear applications and the arrangements for the case to follow the allocated judge or to be heard by telephone conferencing or video link.
- f) Where, exceptionally, no allocated judge is available to hear an application, for the referral of the proceedings to one of the allocated judges or the DFJ before it is listed before another judge
- g) The identity of the DFJ, the judges to whom cases may be allocated for case management and the other Nominated Circuit Judges and Nominated District Judges at the Care Centre (All judges of the Family Division of the High Court are available to act as case management judges)

- h) The local agreement with each MCC as to the directions to be given by FPCs on the transfer of cases to the Care Centre
  - i) The local arrangements for joint directions in cases where there are concurrent relevant criminal proceedings
  - j) The arrangements in the Care Centre for the allocation of the judiciary to conduct Public Law Children Act cases
  - k) The arrangements for the monitoring by the local Family Court Business Committee of the implementation of the protocol and the CCP
  - l) The arrangements for active liaison between the Care Centre and the FPCs
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**4 Authorisation of the Care Centre Plan:** Each CCP shall be subject to the final approval of the Family Division Liaison Judge (FDLJ) of the relevant Circuit before implementation.

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**5 Timetable for Preparation and Lodging of the CCP:** The first CCP for each Care Centre shall be submitted to the FDLJ by the DFJ by the 1st October 2003. The CCP as approved by the FDLJ shall be lodged at the office of the President of the Family Division by the 31st October 2003.

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**6 Review and Amendment of the CCP:** Not later than the 1st October 2004 the first CCP shall be reviewed in the same way as it was prepared. Thereafter the CCP shall be reviewed in the same way every 2 years unless the DFJ determines that it is necessary to do so earlier or the President or the FDLJ so direct. Revised or updated plans shall be lodged at the President's office within 10 days of their approval by the FDLJ.

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