

**CAT/CS Business Plan 2015-16**

	<b>Area</b>	<b>Sub-area</b>	<b>Short Term (Present Year, 2015-16)</b>
<b>1</b>	<b>Casework</b>		Continue work on cases carried forward from last year
			Expect to receive 12 new cases during the year
<b>2</b>	<b>Policy</b>		Prepare for new functions under the Consumer Rights Act 2015 and other legislation
			Bring new Rules of Procedure into operation
			New Guide to Proceedings
			Liaise with the heads of the three judiciaries of the UK concerning the nomination of judges of the High Court to sit as Tribunal Chairmen
			Liaise with Treasury concerning new appeal function in respect of the Interchange Fee Regulation
<b>3</b>	<b>Relationships</b>	<i>Internal (Governance)</i>	Keep Business Plan up to date
			Keep Business Continuity Plan up to date
			Keep Risk Register up to date
			Agree Framework Agreement with BIS
			Hold at least three meetings of the CS Board
			Hold at least three meetings of the CS Audit and Risk Committee

		<i>External</i>	Organise AECLJ November conference in Brussels
			Organise AECLJ annual conference in Uppsala
			Continue speeches and contributions to competition seminars both within and outside the UK
			Continue to receive visits from competition judges and enforcement authorities from other jurisdictions
			Produce CAT/CS Annual Review and Accounts 2014/15
<b>4</b>	<b>Members</b>		Continue Members regular training programme
			Recruit 6 Ordinary Members (to prepare for new functions and for succession planning)
			Carry out induction training of new members
<b>5</b>	<b>Staff</b>		Recruit one and possibly two Referendaires to restore complement
			Keep staff turnover to less than 15%
			Keep staff absence to less than 2%
			Implement any agreed annual pay award on receipt of ministerial approval
			Liaise with BIS and Treasury on pay bands review
<b>6</b>	<b>Assets</b>	<i>Building</i>	Put public liability insurance in place

			Continue increasing utilisation of Court 2 and CAT/CS meeting rooms by making them available free of charge to other tribunals and organisations
		<i>Other tangible (non IT) assets</i>	Consider external storage for archived case files
		<i>Intangible assets</i>	No specific action this year
<b>7</b>	<b>Equipment and Services</b>		Join the Crown Procurement Service Travel Framework
			Renew/upgrade photocopiers contract
<b>8</b>	<b>IT</b>		Join BIS and DECC IT Tower Platform (ITECC )
			Upgrade to Windows 7
			Upgrade to Microsoft Office 2010
			Adopt SharePoint 2013 as CAT new Electronic Document and Record Management (EDRM) system
			Replace Blackberry with Windows 8 phones
			Upgrade users' workstations
			Move to a different IT Service Provider
			Phase out faxes in favour of emails for case correspondence
			Upgrade CAT website Content Management System (CMS)

<b>9</b>	<b>Security</b>	Physical	Update Business Continuity Plan
		Electronic	Increase security settings to Impact Level 3 (IL3)
			Cyber security [i.e. protect confidentiality, integrity and availability of CAT/CS electronic data and systems from any type of malicious electronic attack, internal and external]
			All members of staff to undertake training on Information Risk Management
<b>10</b>	<b>Finance</b>	Internal Audit	Review of core financial controls
		External Audit	Review CAT-CS Travel and Subsistence Policy
			Consider whether to phase out petty cash and cash transactions
			Achieve financial segregation of AECLJ
		Other	