



Dear Colleague

**Re: Common Assessment Framework (CAF) Administration Team**

As you may be aware, the CAF administrators who are actively supporting the implementation and uptake of the Common Assessment Framework (CAF) in Tameside have recently moved from the Council Offices to bases in each of the 4 localities:

- Please note new telephone numbers for each CAF administrator (below)
- E-mail addresses for the CAF administrators are unchanged

Locality/Area	Name	Telephone Number	Secure e-mail
Dukinfield/Stalybridge/Mossley Ridgehill Children Centre School Crescent, Ridge Hill, Stalybridge SK15 1EA	Liam Hayes	0161 338 8645	<a href="mailto:liam.hayes@tameside.gcsx.gov.uk">liam.hayes@tameside.gcsx.gov.uk</a>
Hyde/Hattersley/Longdendale Newton Centre, Victoria Street, Hyde SK14 4AA	Tania McGarvey	0161 303 3285	<a href="mailto:louise.massey@tameside.gcsx.gov.uk">louise.massey@tameside.gcsx.gov.uk</a>
Ashton Rosehill Children Centre Rosehill Road, Ashton Under Lyne OL6 8YG	Louise Massey	0161 343 2214	<a href="mailto:tania.mcgarvey@tameside.gcsx.gov.uk">tania.mcgarvey@tameside.gcsx.gov.uk</a>
Denton/Droylsden/Audenshaw Denton Centre, Acre Street, Denton M34 2BW	Rona Weatherby	0161 3424377	<a href="mailto:rona.weatherby@tameside.gcsx.gov.uk">rona.weatherby@tameside.gcsx.gov.uk</a>

The CAF administrators are available to work with practitioners and managers in every agency in every sector to ensure that the use of CAF to improve outcomes with children, young people and their families remains a priority for all partners in every sector in Tameside. They are also a resource that practitioners and managers can draw upon for support and advice in respect of the CAF process – for example arranging a Child and Family meeting.

If I may, could I remind managers and staff in your area of operations that when they have completed a Pre-CAF Assessment or CAF a copy should be sent to the CAF Administrator for the locality where the child lives (see above).

Please would you cascade this letter/information to practitioners and managers in your area of operations. Please do not hesitate to contact the Admin team or myself if you have any queries or would like more information or support around actively using the CAF process.

Yours sincerely

*David Hoyle*

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