

Template Terms of Reference for Strategic Partnerships

Community Safety Partnership Task Groups Terms of Reference Domestic Abuse Forum April 2008

1. Purpose

The Community Safety Partnership is established to meet the requirements of Section 5 & 6 of the Crime and Disorder Act 1998 and any amendments made to it in subsequent legislation. The Community Safety Partnership also fulfils the roles required of Drug Action Teams under legislation and government arrangements.

The Community Safety Partnership's targets in terms of reducing crime, Anti-Social Behaviour, fear of crime and substance misuse are set out in the Community Safety Partnership Plans drawn up under the terms of the legislation and guidance.

The Domestic Abuse Forum has been established to deliver one or more of the objectives outlined in the Community Safety Partnership Plan.

2. Objectives

The objective of the Community Safety Partnership is to reduce crime, anti-social behaviour, and the fear of crime and to tackle the drivers of crime (particularly drugs and alcohol).

The objectives of the Domestic Abuse Forum are contained within the Community Safety Partnership Plan and are focused on

- Increasing safe choices for anyone experiencing domestic violence so that they can plan safer futures without compromising their quality of life
- Holding perpetrators accountable for their behaviour in a way that deters both them and other potential perpetrators from committing acts of domestic violence
- Dispelling myths and stereotypes which undermine social tolerance or approval of domestic violence
- Providing children and young people with the necessary knowledge and skills required to build relationships based on respect and mutual understanding, and to develop a commitment to non-violence

These objectives link into the Community Plan, through the Community Safety Partnership Plan, specifically National Indicator 21, which relates to victim confidence and Richmond as the 'safest borough'. National Indicator 31 (repeat incidents of domestic violence for those domestic violence cases being managed by MARAC) and NI 34 (domestic violence homicides) are also relevant.

3. Membership

3.1 Members

Membership of the Forum is open to representatives of statutory agencies and formally constituted organisations/groups subscribing to the Forum's Terms of Reference and which are able to assist the Forum in its work. Representatives of new organisations/groups can join at any time.

Membership shall include the local authority (e.g. Housing, Social Services and Education and Children's Services), Police, Refuge, Victim Support, health professionals, and other statutory, non-statutory and voluntary sector agencies as appropriate. Where there are national minimum standards members must subscribe to these.

3.2 Chair

The Chair and Vice Chair will be elected from within the Forum and shall serve for one year, with the possibility of re-election (for a maximum of two further years). Their election will take place at the Annual General Meeting (normally held in May). The Chair is responsible for chairing the Forum meetings and Sub-Groups when appropriate. The Vice Chair to deputise for the Chair as necessary.

3.3 Substitute members

Substitute members are permitted to attend in the place of members. Details should be provided to the Domestic Abuse Coordinator in advance of meetings. Substitutes should be briefed as to the agenda and any actions for the organisation they represent.

4. Roles and responsibilities of members

All members of the Forum recognise:

- That domestic abuse is unacceptable in our community. All individuals whatever their age have the right to live their lives free from abuse and violence and the threat of abuse and violence.
- The definition of domestic violence contained within the
 - London Domestic Violence Strategy (http://www.london.gov.uk/mayor/strategies/dom_violence/strategy2.jsp) and
 - And is used by the Domestic Abuse Forum (http://www.richmond.gov.uk/home/health_and_social_care/children_and_family_care/domestic_violence.htm)
- That domestic abuse happens regardless of age, race, sexual orientation, gender identity, disability, class, HIV status, nationality, marital status, religious or political beliefs. However, these factors mean that victim/survivors may face a multiplicity of discrimination.
- That while the majority of victim/survivors are women, men can experience domestic abuse and that services should therefore be appropriate to a range of needs.
- That a whole range of behaviours can constitute abuse, including physical, psychological, sexual, financial and emotional abuse.

- That children also experience abuse directly themselves, or as witnesses, and therefore abuse in the home must be specifically addressed within responses around child protection, and children's needs must be addressed within responses around domestic abuse.
- That all services should be offered in a non-judgemental manner and aim to maximise choices.
- That mutual respect, trust, professionalism and a desire for sensitive and appropriate service delivery are essential to a multi-agency approach.
- Members of the Forum are accountable to their respective organisation/group.
- That confidentiality is of paramount importance to ensure safety.
- That effective multi-agency consultation on policy and practice has a vital role in service delivery, and agencies represented on the Forum will give a high priority to such consultation.

During 2008 to 2009, the Domestic Abuse Forum will develop Minimum Standards for all agencies delivering domestic violence services based on the Second London Domestic Violence Strategy.

The Forum has sub-groups, which meet regularly throughout the year (Children, Diversity and Operations). Other ad-hoc sub-groups may be established to progress specific areas of the Forum's work. Subgroups will meet as appropriate and report back to Forum meetings.

5. Accountability

The Domestic Abuse Forum is accountable to the Community Safety Partnership Strategy Group and the Community Safety Partnership Stakeholder Group. Performance will be reported to those bodies.

Workplans of the Domestic Abuse Forum will be published on the Community Safety Partnership web pages.

6. Decision Making

Decisions will be arrived at by consensus and recorded in the minutes of the task group.

7. Structure of the Partnership

This is set out in the Structure Chart at Appendix 1.

7. Frequency of meetings

The Forum will meet four times each year, the dates for the following year being agreed at the last meeting of the year (normally October).

9. Secretariat

The Domestic Abuse Coordinator is responsible for receiving agenda items and the taking, production and distribution of the minutes of Forum meetings. The Domestic Abuse Coordinator will set the draft agenda for approval by the Chair and Vice-Chair two weeks prior to each meeting.

The Domestic Abuse Coordinator to undertake any action arising from meetings, unless these are tasked to other members.

Every member of the Forum has an equal right to place items on each meeting's agenda. The Domestic Abuse Coordinator must receive these items no later than two working weeks before the date of the next meeting.

10. Workplan and performance management

- 10.1 The workplan will be drawn up annually by the Domestic Abuse Forum in a template format and agreed by the Strategy Group. Workplans will be published on the Community Safety Partnership web pages.
- 10.2 Performance will be monitored using a RAG (traffic light) system and reported to the Strategy Group at least three times a year; performance will also be reported to the Stakeholder Group twice a year.

11. Financial Arrangements

Any funding allocated to the Domestic Abuse Forum from the Community Safety Partnership Strategy Group will be monitored by the Community Safety Partnership Team with reports being submitted to the Community Safety Partnership Strategy Group. Other resources will be provided by the partners either in terms of funds or resources such as staff time.

12. Communication

Communications will be managed within the Community Safety Partnership's Communications Strategy. If individual members of the public wish to make a complaint, the route will be via the complaints systems of relevant partner organisations. When making financial decisions, members will declare any conflict of interest and not take part in the decision making process.

12. Diversity

An EINA has been carried out. All task groups are required in their work plans to identify how they have considered the findings. The Annual Report will include a statement about diversity.

13. Conflict resolution

Conflicts will be referred to the Local Strategic Partnership for resolution under their processes.

14. Exit Clause

Should the legislation governing Crime and Disorder Reduction Partnerships or Drug Action Teams be amended or repealed, this partnership will be amended or wound up as required by that legislation.

The Domestic Abuse Forum will be wound up if the Community Safety Partnership Strategy Group feel the work has been achieved or amend the structure of the Community Safety Partnership.

Structure Chart 2008

Develop
Co-ordinate
Liaise

Consult/events
awareness/
products

Task Groups
service delivery

Local Strategic Partnership

Note: italics indicate partner structures not directly managed/facilitated by the Community Safety Partnership, dashed line represents reporting framework

Community Safety Partnership Strategy Group

Community Safety Partnership Stakeholder Group

Performance Management Framework (including work plans/targets from LPSA/LAA/Treatment Plan etc)

Joint Commissioning Group

Offender Management Group

Operation Lockout

Domestic Abuse Forum

Anti-Social Behaviour Development

Tension Monitoring

Safe Travel Task Group

Hate Crime Forum

Substance Misuse Providers Forum (inc alcohol treatment)

PPO Panel

Communication's Group

Children's Sub

Anti-Social Behaviour Panel

Safe Streets Co-ordinating Group (joint tasking)

Tactical Tasking Co-ordinating Group – Police led NIM process

LGBT Forum

Health and Wellbeing Partnership

Children's and Young People's sub-groups : Be Healthy, Make a Positive Contribution; Stay Safe

Children and Young People's Strategic Partnership

Youth Offending

Community Police Partnership (includes Stop and Search monitoring group)

Police Liaison Groups in each ward working with Safer Neighbourhood Teams, Safer Travel Team & Safer Parks Teams

MARAC
MAPP

Safeguarding Adults Board

Children's Safeguarding Board

