

CAMBRIDGESHIRE DOMESTIC VIOLENCE PARTNERSHIP

TERMS OF REFERENCE

Definition of Domestic Violence:

It is recognised that there are currently a number of definitions of domestic violence. However, the agencies signed up to this document recognise that:

Domestic violence is any incident of threatening behaviour, violence or abuse (physical, psychological, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.

It can also include violence perpetrated by a son, daughter or any other person who has a close or blood relationship with the victim and be violence inflicted on, or witnessed by children.

(Home Office, 2005)

Within the context of this document, the terms domestic abuse and domestic violence will be used interchangeably.

Aims and Purpose of the Partnership:

The aims of the Cambridgeshire Domestic Violence Partnership (CDVP) are:

- To set out a multi-agency framework, common ethos and co-ordinated approach to address domestic abuse in Cambridgeshire that will be agreed and implemented by all agencies and Partnership groups, and;
- To identify the key actions required to tackle domestic abuse in Cambridgeshire focussing on 'prevention, protection and provision;'
- To help safeguard children, young people and vulnerable adults who are at risk of significant psychological and/or physical harm as a result of exposure to domestic violence;
- To reduce the incidence of violence/abuse to children in collaboration with Cambridgeshire's Local Safeguarding Children Board (LSCB);
- To advocate and champion work across the county to tackle domestic abuse;
- By implementing these aims work to achieve the Local Area Agreement outcomes regarding NI32, reducing repeat victimisation for those domestic violence cases being managed by the Multi-Agency Risk Assessment Conference (MARAC), and NI34, reducing domestic violence murders.

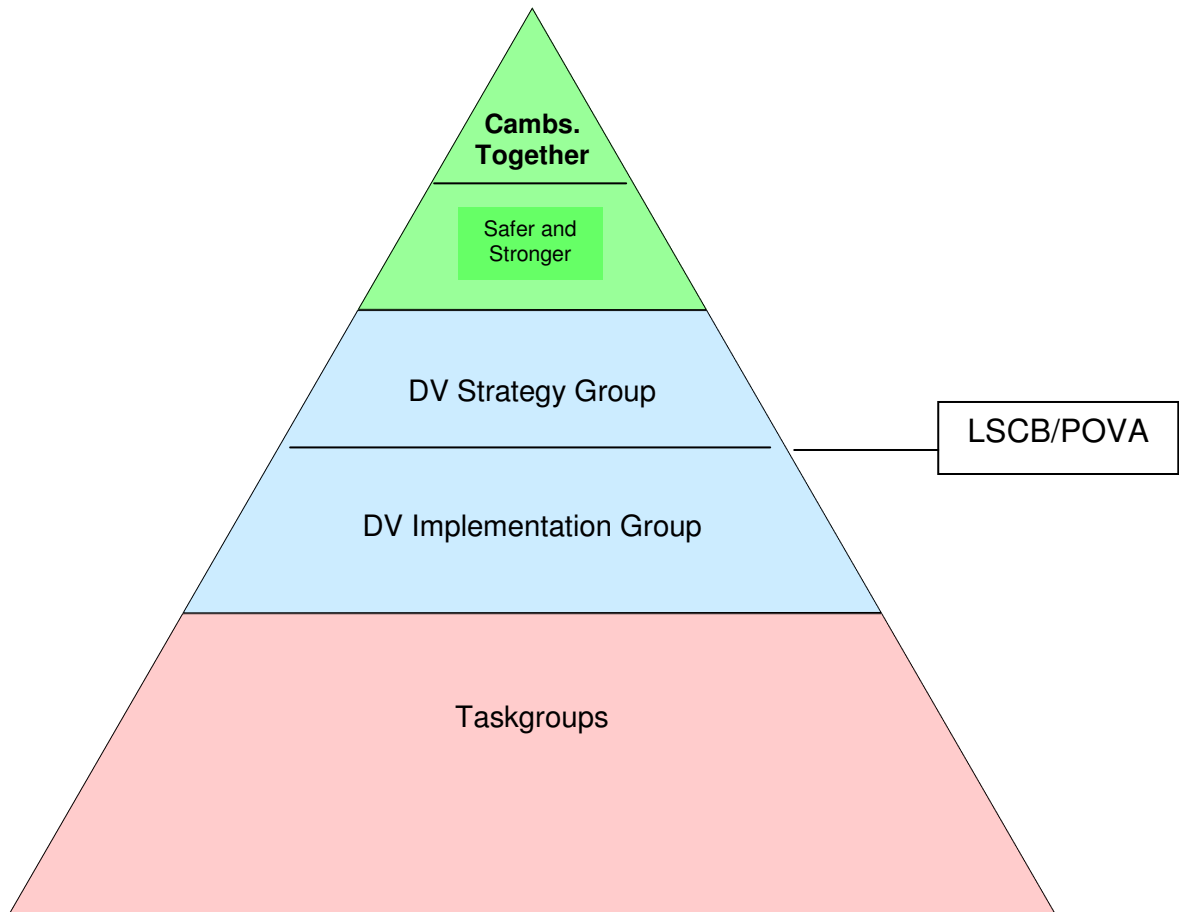
Members of the Partnership will be required to sign up to the aims, purpose and ethos of the Partnership, and meet the criteria for membership.

The Domestic Violence Partnership in Cambridgeshire comprises:

- **Domestic Violence Strategy Group (DVSG)** consisting of Chief DV Officers from Children 's Services, Adult Services, Cambridgeshire Constabulary, Cambridgeshire Probation Service, Voluntary Sector, Health (PCT) and Crime Reduction Partnerships.

- **Domestic Violence Implementation Group (DVIG)** consisting of key managers from Children’s Services, Cambridgeshire Constabulary, Cambridgeshire Probation Service, Primary Care Trust, Acute Trusts, Adult Mental Health, Community Services Housing (Statutory and Voluntary providers), Women’s Aid, DV Taskgroup Chairs, other voluntary organisations and the Crown Prosecution Service. A Service Users’ Sub-Group (SUSG) of the DVIG will monitor output and offer consultation on relevant issues to the DVIG and DVSG.
- **Domestic Violence Taskgroups (DVTG)** sub-groups of the Crime and Disorder Reduction Partnerships (originally set up under BVPI 225), comprising of managers and practitioners with a vested interest in addressing DV in Cambridgeshire and tasked with implementing the County and local strategies.

Cambridgeshire Domestic Violence Partnership Structure:



General Principles

DVSG/DVIG and Taskgroup members are expected to uphold the law and principles of best practice and act responsibly on behalf of their stakeholders. Members must not use their position to gain for themselves, their families or friends, any financial benefits, preferential treatment or other unfair advantage.

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation. As well as avoiding actual impropriety, members should avoid any appearance of impropriety.

In carrying out the business of the DVSG/DVIG/Taskgroups, including awarding contracts or recommending grants, members should make decisions on merit.

Confidential material, including material about individuals, should be handled in a sensitive and appropriate manner, consistent with Data Protection principles.

Members have a responsibility to play their part in ensuring that the Partnership uses its resources prudently and in the best interests of stakeholders and should not commit resources, including any allocated funding, on behalf of the Partnership without the full knowledge and support of the DVSG.

Members have a duty to declare any private interests relating to their membership and to take steps to resolve any conflicts arising in a way that protects the interests of stakeholders.

Members are accountable to the organisation that elected or nominated them, and should act accordingly.

Members will be expected to adhere to the Partnership's Equal Opportunities Policy and no behaviour or remarks which are sexist, racist or detrimental to people with disabilities or from other minority or disadvantaged groups will be tolerated. The Chairs will have the authority to have any person behaving in such a manner removed from the respective meeting.

Domestic Violence Strategy Group (DVSG)

Aims and Objectives:

The primary aim of the DVSG is to develop the Domestic Violence Multi-Agency Strategy and to ensure that performance on its implementation is monitored.

Objectives:

- Develop the County's Domestic Violence Strategy;
- Monitor the work of the partnership;
- Ensure that the Partnership membership includes all key groups who have a contribution to make to addressing DV issues across Cambridgeshire;
- Ensure the integration and mainstreaming of the Partnership's work within each organisation;
- Ensure the co-ordination of work within and between partner agencies;
- Address national policy and guidance for Domestic Violence Partnerships;
- Monitor, and report to the Safer/Stronger Partnership regarding the implementation of national DV indicators and actions in the Local Area Agreement;
- Agree an effective multi-agency strategy, taking into account Home Office guidance;
- Ensure that allocated funding streams and joint finance are used to maximum effect to deliver the strategy's priorities;
- Ensure that the partnership work is developed in a sustainable way;
- Challenge under-performance in a constructive and supportive manner.

Membership of the Group:

Membership of the DVSG will reflect partnership members outlined in this document. Specifically, this will include:

- Cambridgeshire County Council (OCYPS, Adult Services, Community Safety and Supporting People);
- Cambridgeshire Constabulary;
- Cambridge and Peterborough Foundation NHS Trust;
- Cambridgeshire Community Services;
- Refuge (corresponding);
- Cambridge Women's Aid;
- Cambridgeshire Probation Service;
- County Domestic Abuse Partnership Manager;
- Local Safeguarding Children's Board;
- Courts;
- District Councils.

Where members are unable to attend a meeting, it is the responsibility of the named individual to identify and brief a representative to attend in their place, who is able to speak for the organisation and report back on actions taken arising from earlier meetings.

Responsibilities:

All members are required to:

- Report back on the work of the group to their respective agencies or organisations;
- Establish a co-ordinating group on domestic abuse in their agency/organisation;
- Ensure that the resources required for implementation of the strategy are made available;
- Otherwise support the work of Cambridgeshire's DV Strategy;
- Ensure that domestic abuse is given a high priority in their agency/organisation.

Meeting arrangements:

- The DVSG will meet three times a year. Additional meetings can be arranged if required;
- A Chair and Vice-Chair will be elected from among the members of the DVSG to serve for a period of no longer than 24 months. Election to these posts should be staggered;
- It will be the responsibility of the Chair, in conjunction with the Domestic Abuse Partnership Manager, to ensure that minutes, agendas and meeting papers are circulated to members. Minutes of meetings will be circulated to members within 7 working days;
- The Chair will retain records of each meeting which will be passed over to the new Chair, as required;
- The Chair will be responsible for ensuring that a minute-taker attends the DVSG;
- Subgroups agreed by the DVSG will be established to progress specific areas of the domestic violence strategy. These sub-groups will meet as appropriate and report back to the full DVSG meeting.

Links with other groups of the Partnership:

The DVSG (or members of the DVSG as applicable), will:

- Organise an annual county-wide forum for Domestic Violence Taskgroup members to review progress and inform future work of the Partnership;
- The Chair will ensure that appropriate links are made with the Safer/Stronger Partnership;
- Represent the decisions of the DVSG at associated partnership meetings/groups.

Domestic Violence Implementation Group (DVIG)

Aims and Objectives:

The Aim of the DVIG is to implement Cambridgeshire's Domestic Violence Strategy (2008-2012) on a joint and shared basis.

Objectives:

- Ensure the participation and commitment of partners and a shared approach within the CDVP are sustained in the long term;
- Develop a joint funding approach across statutory agencies;
- Implement government guidance on domestic abuse and violence against women and linked guidance on Safeguarding Children and Vulnerable Adults;
- Ensure that the NI32, NI34 targets are co-ordinated and addressed, including the provision of the recommended number of refuge places;
- Identify gaps in provision and ways of addressing them;
- To regularly review the agreed multi-agency action plan and refresh as necessary in conjunction with the DVSG and the Taskgroups;
- To draw together and support the work of a Service Users' Sub-Group (SUSG);
- To monitor and performance manage all commissioned services such as the IDVA service on a quarterly basis.

DVIG will also ensure that:

- Partner agencies operate to the NI32 and NI34 indicators;
- Appropriate sub-groups are formed to assist in the delivery of the DV strategy and work of the Domestic Violence Coordinator;
- Good practice guidance, both local and national, is followed at all times and shared across the Partnership.

Membership of the Group:

Core membership of DVIG will reflect partnership working, as outlined in this document. Additional members will be co-opted to the Group as appropriate. Membership will include:

- Taskgroup Chairs;
- Domestic Abuse Partnership Manager;
- District Council Housing / Housing Association/Provider Representative;
- Crown Prosecution Service;
- Cambridgeshire County Council (OCYPS/Ault Services/Supporting People);
- Cambridgeshire Constabulary;
- Cambridgeshire Probation Service;
- Cambridgeshire PCT/Community Services;
- LSCB
- Refuge;
- Service Users;
- Cambridge Women's Aid.

The group may agree to co-opt additional members if it is felt that additional or specialist expertise is required, and where such recruitment would benefit the work of the group. Where named members are

unable to attend a meeting, it is the responsibility of the named individual to identify and brief a representative to attend in their place, who is able to speak for the organisation and report back on actions taken arising from earlier meetings.

Members are likely to hold senior positions in their organisation. DVIG is responsible for leading the implementation of the Domestic Violence Strategy, and ensuring the co-ordination of domestic abuse work across all agencies. It reports to the DVSG through the Chair/Domestic Abuse Partnership Manager.

Responsibilities:

All members are required to:

- Jointly implement a Domestic Violence Strategy and Action Plan;
- Ensure that all partners participate in the DVSG, the Taskgroups and in any time-limited, task-focused subsidiary groups, as appropriate;
- Report back on the work of the group to their respective agencies or groups;
- Ensure that the resources required for implementation of the strategy are made available;
- Ensure that domestic abuse is given a high priority in their agency.

Meeting arrangements:

- The Chair of the DVIG will be the County Domestic Abuse Partnership Manager. A Vice-Chair will be elected from among the members of the DVIG to serve for a period of no longer than 24 months;
- It will be the responsibility of the Chair to ensure that minutes, agendas and meeting papers are circulated to members. Minutes of meetings will be circulated to members within 7 working days;
- The Chair is responsible for ensuring a minute taker is provided;
- Meetings will be arranged on a bi-monthly basis.

Relationships with other Partnership Groups:

There is a range of cross cutting work, which needs to be sustained with key partnerships including:

- Community Safety Partnerships;
- Local Safeguarding Adults Board;
- Local Safeguarding Children's Board;
- Children and Young People's Strategic Partnership;
- Drug and Alcohol Action Team (DAAT) Board
- DV Taskgroups.

County Domestic Violence Taskgroups

Aims and Objectives:

Cambridgeshire's Domestic Violence Taskgroups are sub-groups of the Crime and Disorder Reduction Partnerships, comprising of managers and practitioners who aim to address DV in Cambridgeshire through implementing the County and local strategies.

Objectives:

- Ensure the delivery of local, regional and national DV strategies;
- Develop a multi-agency forum for relevant practitioners and managers to share best practice on DV work;
- Identify local gaps in service provision;
- Develop evaluated and accredited programmes to support victims of DV;
- Develop evaluated and accredited programmes to address the behaviour of perpetrators across Cambridgeshire;
- Ensure that member agencies/organisations are working to NI 32 and 34 targets;
- Develop sub-groups, as appropriate, to support the work of the 2008 – 2011 strategy;
- Develop a common terms of reference for all four Taskgroups;
- Develop and host an annual DV training and awareness day for front line staff;
- Ensure representation is sent to the relevant CDRP;
- Ensure representation is sent to the DVSG/DVIG.

Membership:

Core membership of fora will reflect partnership working, as outlined in this document. Additional members will be co-opted to the Taskgroups, as appropriate.

Responsibilities:

All members are required to:

- Attend, or ensure appropriate representation at all Taskgroup meetings;
- Support the work of Cambridge's Domestic Violence Strategy;
- Jointly develop (with the CDRP) and implement a local Domestic Violence Strategy and Implementation Action Plan;
- Report back on the work of the group to their respective agencies or groups;
- Ensure that the resources required for implementation of the strategy are made available;
- Ensure that domestic abuse is given a high priority in their agency.

Meeting arrangements:

- A Chair and Vice-Chair will be elected from among the members of the Taskgroup to serve for a period of no longer than 24 months. Election to these posts should be staggered;
- It will be the responsibility of the Chair, in conjunction with the CDRP, to ensure that minutes, agendas and meeting papers are circulated to members. Minutes of meetings will be circulated to members within 7 working days;
- The respective CDRP is responsible for ensuring a minute taker is provided;
- Meetings will be arranged on a quarterly basis.

Relationships with other Partnership Groups:

The Taskgroups will ensure that appropriate representation is made at the relevant CDRP and at the DVSG/DVIG.

Grievance Procedures for the Partnership

DVSG:

Members of the DVSG have the right to raise grievances regarding the conduct of other DVSG members or actions of the DVSG in general. Such complaints should be formally addressed in the first instance to the Chair (or Vice Chair if the grievance concerns the Chair). An Executive Committee consisting of the Chair, Vice Chair and one other elected member of the DVSG will then investigate the grievance and take action where appropriate.

The complainant and respondent will be notified, in writing, within 14 days of the investigation. If further action is required, the Executive Committee will be convened and both parties will be notified of the procedure going forward.

Following the initial decision, both parties will then have the opportunity to appeal to a select committee comprising of representatives from the DVSG. This appeal must be made in writing within 14 days of the Executive Committee's decision. The decision of the select committee will be final and will be relayed to both parties within 21 days. The select committee will advise the DVSG of any decision made.

DVIG:

Members of the DVIG have the right to raise grievances regarding the conduct of other DVIG members or actions of the DVIG in general. Such complaints should be formally addressed in the first instance to the Chair (or Vice Chair if the grievance concerns the Chair). An Executive Committee consisting of the Chair, Vice Chair and one other elected member of the DVIG will then investigate the grievance and take action where appropriate.

The complainant and respondent will be notified, in writing, within 14 days of the investigation. If further action is required, the Executive Committee will be convened and both parties will be notified of the procedure going forward.

Following the initial decision, both parties will then have the opportunity to appeal to a select committee comprising of representatives from the DVIG. This appeal must be made in writing within 14 days of the Executive Committee's decision. The decision of the select committee will be final and will be relayed to both parties within 21 days. The select committee will advise the DVIG of any decision made.

County Domestic Violence Taskgroups:

Members of the Taskgroups have the right to raise grievances regarding the conduct of other Taskgroup members or actions of the Taskgroup in general. Such complaints should be formally addressed in the first instance to the Chair (or Vice Chair if the grievance concerns the Chair). An Executive Committee consisting of the Chair, Vice Chair and one other elected member of the Taskgroup will then investigate the grievance and take action where appropriate.

The complainant and respondent will be notified, in writing, within 14 days of the investigation. If further action is required, the Executive Committee will be convened and both parties will be notified of the procedure going forward.

Following the initial decision, both parties will then have the opportunity to appeal to a select committee comprising of representatives from the DVIIG. This appeal must be made in writing within 14 days of the Executive Committee's decision. The decision of the select committee will be final and will be relayed to both parties within 21 days. The select committee will advise the Taskgroup of any decision made.

Membership of Cambridgeshire's Domestic Violence Partnership

