

Terms of Reference for Strategic Partnerships

Community Safety Partnership Terms of Reference Domestic Abuse Operations Group March 2015

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 Operations group was established in February 2011 following a review of the boroughs Domestic Abuse Forum arrangements. The Domestic Abuse Operations group replaced the previous DAF subgroups and now acts as the steering group for the MARAC and all multi agency domestic abuse service delivery. The group monitors and reviews all multi agency work, policy and procedure to ensure the effective delivery of domestic abuse services on the borough. The membership is mainly drawn from managers and staff of the MARAC partners. The group is responsible for monitoring and delivering the boroughs' domestic abuse delivery 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 Domestic Abuse Operations group includes;

- The progression of specific areas of work within the Domestic Abuse delivery plan.
- Monitoring the Performance of Domestic Abuse services on the borough, with a specific focus on the MARAC and IDVA service.

- Monitoring and discussing both National and local developments in the field of Domestic Abuse with a view to ensuring services on the borough are up to date and reflect any ongoing changes.
- Providing timely responses to specific policy and operational issues as they arise.
- A venue for decision making on both strategic and operational issues affecting multi-agency domestic abuse services.

3. Membership

3.1 Members

Members are drawn from a range of organisations on the borough. It is important that members of MARAC partners are at a level that enables decision making on multi agency domestic abuse policies to be made. The membership will comprise of representatives from Health, Housing, Police, Probation, Refuge, Adult Social Care, Drug and Alcohol Services, Community Mental Health and Achieving for Children. Membership to the group is open to all borough agencies and departments who provide services on the borough for both adult and child victims of domestic abuse or who may have staff who through their work with have contact people impacted by Domestic Abuse.

3.2 Chair

The Operations group is chaired by the Domestic Abuse and Hate Crime coordinator or in their absence, the Chair of the MARAC.

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. Accountability

The Domestic Abuse Operations group reports to the Community Safety Partnership Strategy Group and will also provide regular updates on statistics and performance to the Local safeguarding Children's board.

5. Decision Making

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

6. Frequency of meetings

The Forum will meet every quarterly, the dates for the following year being agreed at the last meeting of the year.

7. Administration

The ACS admin hub will support the administration of the Domestic Abuse Operations group

8. Domestic Abuse Delivery Plan and performance management

8.1 The Domestic Abuse delivery plan will be drawn up annually by the Domestic Abuse and Hate Crime coordinator in a template format and will be discussed at and agreed at the

8.2 Performance will be monitored using a RAG (traffic light) system and reported to the Strategy Group.

8.3 The Delivery plan will also be discussed at the Domestic Abuse Forum where forum members will have the opportunity to have an input into its development and provide feedback on performance and progress of the plan.

9. Financial Arrangements

Any funding allocated to the Domestic Abuse Operations group 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.

10. 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.

11. 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.

12. Conflict resolution

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

