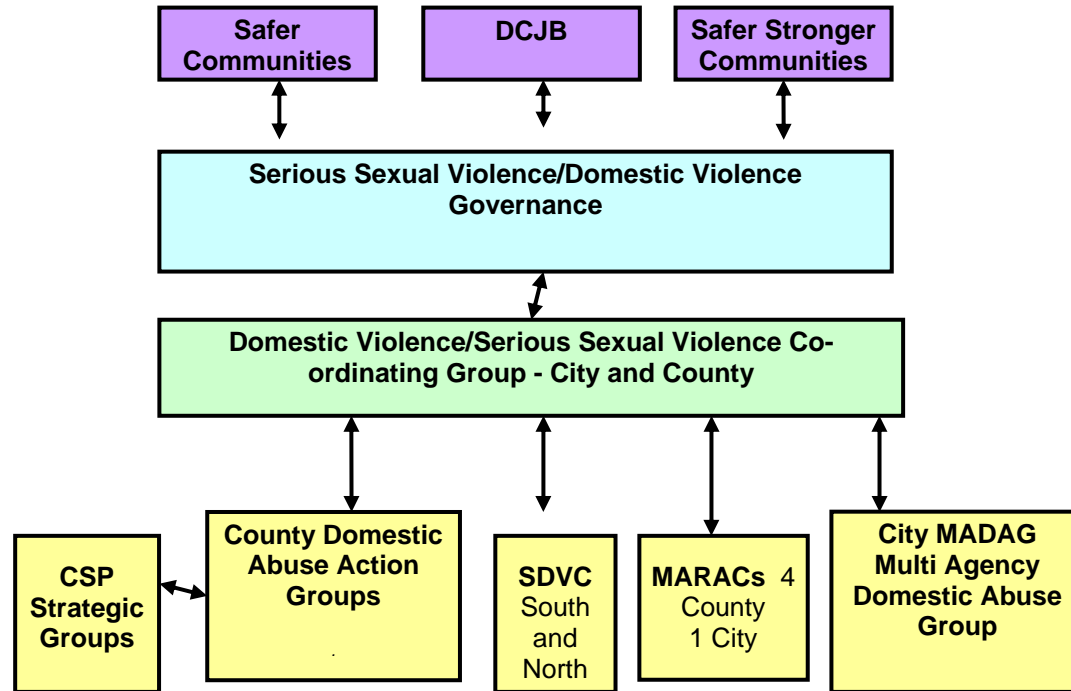


Appendix B – New meeting structure



**Domestic Violence /Serious Sexual Violence /Victim and Witness Coordinating Group – City and County
TERMS OF REFERENCE**

1 Purpose

The Group will give strategic leadership and direction in relation to serious sexual violence and domestic abuse and will include work with perpetrators to prevent further violence and abuse. The Group will regularly review performance to identify gaps in service and areas for improvement.

The Group will be responsible for the Derbyshire wide strategy in relation to domestic violence and serious sexual violence.

The Group will consider other priority areas relating to victims and witnesses.

2 Scope of Responsibilities

- Development and implementation of a joint city/county strategic plan.
- Provide advice and guidance to operational groups.
- Deal with issues escalated from operational groups.
- Escalate issues to the serious Sexual and Domestic Violence Governance Board on an appropriate basis.
- Review performance including issues identified from service questionnaires.
- Review risks, including financial risks and gaps in service.
- Ensure implementation of new policies and procedures.
- Implementation of the Homicide Review.
- Implementation of Violence Against Women and Young Girls Strategy.
- Ensure appropriate links to safeguarding

3 Membership of the DV/SSV/V&W Coordinating Group

NAME	ORGANISATION
Core Membership	
	Service Manager Domestic Abuse – Adult Care
	Head of Service - City & Neighbourhood Partnership
	Assistant Community Safety Manager
	Derbyshire Criminal Justice Board
	Derbyshire Constabulary

Derbyshire Domestic Abuse and Serious Sexual Violence Strategy 2011- 2014

	MARAC Co-ordinator
	Adult Care, Derby City
	Children and Young People, Derby City
	Children and Young Adult, Derbyshire County
	Victim Support
	Derby City Youth Offending Service
	Derbyshire County Youth Offending Service
	Crown Prosecution Service
	Probation
	Health
	IDVA Manager
	SARC Manager
	Derbyshire Fire and Rescue
	Chairs of County Domestic Abuse Action Groups (DAAGs) x 4
	Chair of City Multi Agency Domestic Abuse Group(MADAG)
	Derbyshire Friend
	Safer Derbyshire and DCJB analyst
Attendance as agenda dictates	
	Mental Health
	Education
	Housing

Group members and appropriate deputies are required to be of a senior decision making level.

4 Reporting

The Group will report to the Serious Sexual Violence and Domestic Violence Governance Board.

The Group will provide guidance to the County and City Operational Groups (County Domestic Abuse Action Groups x4, City Multi Agency Domestic Abuse Group, North and South SDVC Groups and MARACs x 5).

5 Chairing

The Chair will be reviewed bi annually. A Vice Chair will also be appointed. Wherever possible the Chair and Vice Chair will be from different organisations.

6 Meetings

Meetings will be held quarterly. Main decision points, actions and agendas will be distributed to all representatives.

Administration for the group will be the responsibility of Derbyshire Criminal Justice Board Delivery Team.

Terms of reference for the Group will be reviewed bi annually.

Meetings will be timed to feed into Serious Sexual Violence and Domestic Violence Governance Board.

7 Role of Group Members

Each member is responsible for ensuring that relevant information from their organisation is made available to the Group and that information from the Group is communicated back to the organisation they are representing.

Each member whilst working to the policies and procedures of their own organisation will contribute for the benefit of guiding the strategic approach and working together.

Members will be expected to regularly attend (or ensure attendance of a named deputy) and actively contribute to the Group.

1 Purpose

To provide overall governance, direction, management and guidance to the Multi Agency Risk Assessment Conference (MARAC), Sexual Assault Referral Centre(SARC), Family Justice Centre(FJC) and Specialist Domestic Violence Court (SDVC). The Board will also provide high level advice and direction to the Domestic Violence/Serious Sexual Violence(SSV)/Victim and Witness(V&W) Co-ordinating Group.

2 Scope of Responsibilities

- Direct a City/County strategy in relation to DV/SSV
- Identify areas for joint working –City and County collaboration
- Ensure compliance with CAADA.
- Escalation of issues.
- High level review of performance, monitoring and evaluation to ensure successful outcomes and added value.
- Review risks.
- Budgetary control where appropriate.
- Contract monitoring – SARC and IDVA service.
- Identifying funding streams.
- Provide advice and guidance to the DV/SSV/V and W Co-ordinating Group
- Convene task and finish groups.
- Direct implementation of the Homicide Reviews.
- Overview of Violence Against Women and Girls strategy.
- Members to ensure links maintained and feedback given to other related Boards e.g. Safeguarding

3 Membership of the SSV/DV Governance Board

	Name and Organisation
Core Membership MARAC/DV	Head of Community Safety
	Head of Service City & Neighbourhood Partnerships
	Police

Derbyshire Domestic Abuse and Serious Sexual Violence Strategy 2011- 2014

	Health
	-Probation
	Derbyshire CAYA inc Education
	Derbyshire Adult Services
	Derby CYPD
	Derby Adult Services
	Fire Service
	DCJB
	Analyst
Core Membership SSV	Head of Community Safety
	Head of service - City & Neighbourhood Partnerships
	Police
	Health
	Derbyshire CAYA inc Education
	Derbyshire Adult Services
	Derby CYPD
	Derby Adult Services
	DCJB
	Analyst
	Probation

Board members and appropriate deputies are required to be of a senior decision making level.

4 Reporting

The Board will report as appropriate to the DCJB, Derbyshire Safer Communities Board and the City Safer, Stronger Communities Board.

The Board will provide governance to the SARC Operational Group, SDVC Operational Groups, the Family Justice Centre and to all MARACs.

This Board will be responsible for the SARC and IDVA service and will receive performance reports from the Contract Management Group.

5 Chairing

Derbyshire Domestic Abuse and Serious Sexual Violence Strategy 2011- 2014

The Chair will be reviewed bi-annually. A Vice Chair will also be appointed. Wherever possible the Chair and Vice Chair will be from different agencies.

6 Meetings

Meetings will be held quarterly. Minutes and agendas will be distributed to all representatives.

Terms of reference for the Board will be reviewed bi-annually.

The DCJB Delivery team will be responsible for meeting co-ordination and supporting the Chair.

Minutes and meeting administration will be the responsibility of Derbyshire County Council.

7 Role of Board Members

Each member is responsible for ensuring that relevant information from their organisation is made available to the Board and that information from the Board is communicated back to the organisation they are representing.

Issues from the Board may on occasion need feeding across to other groups e.g. Safeguarding Boards for adults and children.

Members will be expected to regularly attend (or ensure attendance of a named deputy) and actively contribute to the Board.

Members should recognise and understand their responsibilities in line with homicide review recommendations.