

## Southampton Domestic Abuse and Violence against Women and Girls Strategic Partnership Board

### Terms of Reference

#### Purpose

The Southampton Domestic Abuse and Violence against Women and Girls Strategic Partnership Board (“the SPB”) aims to:

- make Southampton safer for women and girls;
- improve support for all victims by coordinating the work of the SPB members;
- provide strategic oversight and decision-making for High Risk and Domestic Abuse (HRDA) process within the city; and
- support Southampton City Council (SCC) meet its duty under Part 4 of the Domestic Abuse Act. The Domestic Abuse Act 2021 places a duty ‘on local authorities in England to provide support for survivors of domestic abuse and their children in refuges and other safe accommodation.’

To achieve these aims, the SPB will carry into effect, monitor, evaluate and review the following Strategies [and the updated versions]:

- 1) Strategy for the Provision of Support in Safe Accommodation (a statutory requirement for Local Authorities under the Domestic Abuse Act 2021).
- 2) Southampton Domestic Abuse and Violence against Women and Girls Strategy.

#### Frequency of meetings

The SPB will meet quarterly. Additional meetings may be arranged to allow for discussion of an urgent issue or to allow focussed discussion of a key issue. The two subgroups will meet quarterly in advance of the SPB.

#### Membership

The membership of the SPB will consist of the following:

- Hampshire Constabulary;
- Southampton Probation Service;
- Southampton City Council (SCC);
- NHS Hampshire, Southampton and Isle of Wight Integrated Care Board (ICB);
- Southern Health NHS Trust;
- University Hospital NHS Foundation Trust;
- Solent NHS Trust;
- Office of the Police and Crime Commissioner for Hampshire and the Isle of Wight;
- Local services representing interests of charities and voluntary organisations working with Domestic Abuse (DA) victims;
- Representation of survivor voice (to be agreed – still in development);
- Southampton Local Safeguarding Boards (representing interests of Children of Domestic Abuse victims);
- Southampton City Council’s Public Health team;
- Other relevant Councils as and when necessary;
- Members from relevant service areas (e.g., Data and Insight) who may be invited depending on agenda topic and need.

### Chairperson

SPB members will nominate a chairperson at the first meeting and annually thereafter.

### Vice-chair

SPB members will nominate a vice-chairperson at the first meeting and annually thereafter.

### Absence

Members should ensure at least one representative from their organisation is present at each SPB meeting. When an SPB member is unable to attend, the member must inform the Board ahead of the meeting. They must also ensure a representative with an appropriate degree of delegated authority attends in their place. Where this is not possible, the member is expected to provide the Board with any information in advance that is required for relevant meeting agenda items.

### Roles and Responsibilities

- Oversee the development and implementation of:
  - 1) *Southampton Domestic Abuse and Violence against Women and Girls Strategy.*
  - 2) *Strategy for the Provision of Support in Safe Accommodation.*
- Monitor progress towards the outcomes set out in the above strategies and respond appropriately.
- Consider better ways for effective joint working.
- Receive updates and recommend effective coordinated responses to relevant threats and issues raised by members.
- Provide advice to SCC about the exercise of its functions under section 57 of the Domestic Abuse Act 2021 and provide advice around SCC's support and funding for victims of domestic abuse and their children in Southampton.
- Provide a forum for members to seek and receive advice and guidance from each other.
- After receiving briefings from the two subgroups, provide strategic oversight, advice, and decision-making for each subgroup.
- Ensure the goals and projects of the subgroups are coordinated and aligned.
- Receive briefings on the performance of the High-Risk Domestic Abuse ("HRDA") arrangements from the Domestic and Sexual Abuse Operational Group.
- Discuss the implementation of any recommendations.
- If required by the Safe City Partnership, coordinate Domestic Homicide Reviews (DHR's).
- Oversee the Domestic and Sexual Abuse Operational Group's implementation of the DHR recommendations.
- Work with other relevant governance boards and partnerships to share information, expertise, and advice. Moreover, where appropriate, collaborate and seek to influence. This is crucial as a whole system approach is needed to tackle domestic abuse and VAWG.

The SPB will focus on the following topics:

- **Prevention and support services.** Identify opportunities for joint commissioning, grant funding and for collaboration with voluntary and community sector organisations.
- **Training.** Consider opportunities for joint training across all aspects of service provision, including training on the identification of risk and appropriate use of referral pathways.
- **Data and intelligence.** Review performance data from prevention and support services provided by its members. The Data, Intelligence and Insight team at SCC will analyse data on behalf of SPB. Facilitate the sharing of data and intelligence between its members for strategic and operational purposes.
- **Communications.** Consider opportunities to run joint communications campaigns under the 'Safe City Partnership' banner.
- **Research.** Prioritise investigation of the root causes of violence and effective ways to provide support to victims. The SPB will also help members to understand their role in responding to issues through social support, housing, healthcare, criminal justice and other key services.

### Agendas

Agenda items may be submitted by any member to meeting support not less than seven working days before each meeting.

Supporting papers for agenda items must be forwarded to meeting support not less than five working days before the meeting.

The items and supporting papers will be accepted and signed off at the discretion of the Chairperson.

### Sub-groups

There are two subgroups which will be required to report to the SPB at each quarterly meeting:

- The Domestic and Sexual Abuse Operational Group (DSA Ops).
- The Violence Against Women and Girls Operational Group (VAWG Ops).

The operational groups will implement actions to achieve SPB's strategic outcomes. Each subgroup has its own Terms of Reference. The governance structure is shown in Appendix 1.

### Administrative support

SCC's Meeting Support team will provide administrative support to the SPB. Meeting Support will:

- Arrange meetings in consultation with the Chairperson.
- Keep a written record of the meeting (minutes) and an action log.

- Distribute meeting agenda, minutes, details of open actions, briefings, supporting papers and reports to each SPB member, and observers where relevant. This will be no less than five working days before the meeting.
- Coordinate liaison between the SPB and its operational groups.

## Reporting

### SPB Reports

- 1) The SPB is accountable to the Safe City Partnership. The SPB Chairperson will report progress on the implementation of the two strategies through bi-annual reports to the Chairperson of the Safe City Partnership.

The SPB is a strategic oversight group. It does not replace the decision-making structures or processes of its members. Accountability for the delivery of individual services and outcomes remains with relevant agencies and service providers.

### Operational Groups Reports

The SPB Chairperson is responsible for ensuring that each operational group submits a report to the SPB. The reports are due two weeks before the SPB meeting and will be circulated no less than seven days before the SPB. Below outlines who is responsible in each Operational Group for writing and submitting the report to the SPB:

- 1) For the Domestic and Sexual Abuse (DSA) Operational Group: Domestic Abuse Coordinator (or similar) at SCC.
- 2) For the Violence Against Women and Girls (VAWG) Operational Group: Violence Reduction Unit Manager (or similar) at SCC.

### Approval, review and variation of Terms of Reference

The SPB terms of reference will be reviewed, updated as required and approved by SPB members at least annually.

### Confidentiality

Any cases or individuals discussed within the SPB and its sub-groups are expected to be treated by all attendees as sensitively and confidentially as possible. Every effort will be made to try to minimise the sharing within meetings of Personally Identifiable Information (PII) under UK GDPR regulations. However, this must of course be balanced with ensuring that vital information is shared amongst agencies to enable individuals at risk to be adequately safeguarded, and to learn appropriate lessons from Serious Case and Domestic Homicide reviews.

## Domestic and Sexual Abuse Operational Group (DSA Ops group)

### Terms of Reference

#### Purpose

This group aims to:

- Implement actions of the following strategies which concern domestic and sexual abuse:
  - 1) Southampton Domestic Abuse and Violence against Women and Girls Strategy.
  - 2) Strategy for the Provision of Support in Safe Accommodation.
- Implement recommendations arising from Domestic Homicide Reviews (“DHRs”);
- Work collaboratively to identify and address issues and gaps, and to implement actions which improve services;
- Report at least four times a year to the Southampton Domestic Abuse and Violence Against Women and Girls Strategic Board (SPB) and
- Monitor and review the delivery and effectiveness of High-Risk Domestic Abuse (“HRDA”) arrangements and report at least four times a year to the SPB.

#### Meeting Frequency

The DSA Ops Group will meet on a quarterly basis and at least three weeks before the SPB meeting. This will make sure that a report can be prepared and submitted to the SPB two weeks before the SPB meeting.

#### Roles and Responsibilities

The group will focus more on operational matters as below:

- Devise and implement activities to achieve specific outcomes in the strategies which relate to tackling domestic and sexual abuse.
- Identify activities already being carried out by member organisations (individually or jointly) which execute the high-level actions in the strategy (“service mapping”).
- Work collaboratively to produce an action plan per relevant Strategy detailing the work to be undertaken individually and jointly by partners. This should aim to achieve the outcomes of each strategy.
- Oversee the implementation of the action plan, alerting the SPB to barriers to progress. This may include barriers relating to information exchange.
- Have operational oversight of DSA Services within the City (commissioned services, independently funded activities, and statutory functions).
- Monitor and review operational delivery of integrated MARAC-MASH, identifying and addressing any emerging issues.
- Work collaboratively together to ensure joined-up interventions, resources and services are available and known to families and professionals.
- Collect, provide, and collate DSA data and analyse this data to shape service delivery and identify gaps and issues.
- Drive service improvements including integration of best practices, evidence-based interventions, and new legislation.
- Ensure learning from Domestic Homicide Reviews and Serious Case Reviews to shape and improve service provision.

- Embed individual and joint evaluation systems to quality assure DSA provision.
- Enable the voice of survivors, children and young people and protective carers to input into the development and delivery of services.
- Identify, individually and collectively, funding opportunities to increase and improve DSA provision.

### Membership

The SPB will appoint individuals with appropriate experience and expertise as leaders of each of the following groups:

- Current frontline domestic and sexual abuse services representatives (these representatives may change dependent on current delivery contracts).
- Domestic Abuse Coordinator (or similar) at SCC.
- Hampshire Constabulary.
- Local commissioned services.
- NHS Hampshire, Southampton and Isle of Wight Integrated Care Board (ICB).
- Office of the Police and Crime Commissioner for Hampshire and the Isle of Wight.
- Probation Service (Southampton).
- Public Health.
- Solent NHS Trust.
- Representation from key departments across SCC (including Adult Social Care, Children's Services, Housing, and frontline Domestic and Sexual Advice services Southampton Local Safeguarding Boards (joint representative)).
- Southern Health NHS Trust.
- University Hospital NHS Foundation Trust.
- Other relevant groups or individuals who may be invited depending on agenda topic and need.

### Chairperson/Vice-chairperson

The members of the DSA Operational group will nominate a chairperson and a vice-chair from the group at its first meeting and annually thereafter.

The vice-chair must attend the meetings of the Violence against Women and Girls Operational Group to ensure the groups are coordinated and aligned.

### Absence

Members should ensure at least one representative from their organisation is present at each meeting. When a member is unable to attend, they must inform the group ahead of the meeting. They must also ensure a representative with an appropriate degree of delegated authority attends in their place.

### Reporting

The progress of the operational groups will be reported to the SPB through routine reports by the group leaders.

The Domestic Abuse Coordinator (or similar) at SCC will be responsible for writing each report, ensuring it is agreed upon by members. Reports are to be sent to the

SPB Chair two weeks before each of the SPB meetings. They should be circulated to SPB members at least seven working days before the meetings.

#### Approval, review and variation of Terms of Reference

The DSA ops group terms of reference will be reviewed, updated as required and approved by its members at least annually.

#### Confidentiality

Any cases or individuals discussed within the SPB and its sub-groups are expected to be treated by all attendees as sensitively and confidentially as possible. Every effort will be made to try to minimise the sharing within meetings of Personally Identifiable Information (PII) under UK GDPR regulations. However, this must of course be balanced with ensuring that vital information is shared amongst agencies to enable individuals at risk to be adequately safeguarded, and to learn appropriate lessons from Serious Case and Domestic Homicide reviews.

## Violence against Women and Girls Operational Group (VAWG Ops group)

### Terms of Reference

#### Purpose

To reduce violence against women and girls in public places. This includes the reduction of non-intimate partner stalking, rape and sexual offences in the City of Southampton.

#### Meeting Frequency

The Group will meet on a quarterly basis and at least three weeks before the SPB meeting. This will make sure that a report can be prepared and submitted to the SPB two weeks before the SPB meeting.

#### Roles and Responsibilities

- Operationalise elements of the following strategies which relate to the reduction of non-intimate partner stalking, rape and sexual offences in the City of Southampton:
  - 1) *Southampton Domestic Abuse and Violence against Women and Girls Strategy.*
  - 2) *Strategy for the Provision of Support in Safe Accommodation.*
  - 3) *Southampton Safe City Strategy.*
- Introduce and evaluate activities aimed at preventing offending in Southampton in the following areas of threat: Universities, Night-time Economy and Street Sex Workers (not an exhaustive list).
- Work with Southampton Safeguarding Children Partnership and other relevant Partnerships when discussing actions relating to children, to ensure a coordinated response.

#### Membership

The SPB will appoint an individual representative with appropriate experience and expertise from the following organisations:



- University of Southampton (and their Students' Union representative);
- Solent University (and their Students' Union representative);
- Synergy Security;
- Street Pastors;
- Licensing Team;
- NHS Hampshire, Southampton and Isle of Wight Integrated Care Board;
- Southampton North Neighbourhood Policing Team (NPT);
- Southampton Central NPT;
- Op Amberstone (investigative unit within Hampshire Constabulary for rape and serious sexual offences);
- Yellow Door;
- Other relevant groups or individuals who may be invited depending on agenda topic and need.

### Chairperson/Vice-chairperson

The members of the VAWG Ops group will nominate a chairperson and a vice-chair from the group at its first meeting and annually thereafter.

The vice-chair must attend the meetings of the Domestic and Sexual Abuse Operational Group to ensure the groups are coordinated and aligned.

### Absence

Members should ensure at least one representative from their organisation is present at each meeting. When a member is unable to attend, they must inform the group ahead of the meeting. They must also ensure a representative with an appropriate degree of delegated authority attends in their place.

### Reporting

The progress of the operational groups will be reported to the SPB through routine reports by the group leaders. The Violence Reduction Unit Manager at SCC (or similar) will be responsible for writing each report, ensuring it is agreed upon by members. Reports are to be sent to the SPB Chair two weeks before each of the SPB meetings. They should be circulated to SPB members at least seven working days before the meetings.

### Approval, review and variation of Terms of Reference

The VAWG ops group terms of reference will be reviewed, updated as required and approved by its members at least annually.

### Confidentiality

Any cases or individuals discussed within the SPB and its sub-groups are expected to be treated by all attendees as sensitively and confidentially as possible. Every effort will be made to try to minimise the sharing within meetings of Personally Identifiable Information (PII) under UK GDPR regulations. However, this must of course be balanced with ensuring that vital information is shared amongst agencies to enable individuals at risk to be adequately safeguarded, and to learn appropriate lessons from Serious Case and Domestic Homicide reviews.



## Appendix 1

