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|  **Terms of Reference – Domestic Abuse Perpetrator Panel Meeting**

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| **TERMS OF REFERENCE** |
| **Purpose:** | The Domestic Abuse Perpetrator Panel is a multi-agency meeting designed to identify and manage the highest risk perpetrators in Cambridgeshire. The panel will bring together police and key partners to work effectively to manage perpetrators of domestic abuse and thereby protect the most vulnerable victims.The panel will seek to reduce the risk of harm caused by those who are identified as posing the highest risk through a coordinated approach using problem solving techniques and a menu of tactical options.The panel will gather and share information across agencies to develop a tactical plan to ensure the risk posed by the alleged offender is mitigated and managed.The meeting will also:* Review progress of live investigations involving the perpetrator
* Review recent intelligence
* Share partner agency information
* Assess the risk posed to the victim using the RFG scoring matrix
* Develop actions to manage risk
* Agree timescales for action
* Track outcome and compliance of actions agreed
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| **Accountability:**  | Each officer/agency attending the meeting will have responsibility to respond to information, issues and actions for their respective areas of business and to ensure that matters are progressed before the next meeting.All professionals understand that the Resolving Professional Difference Process is in place and should be used to escalate individual matters of concern if not resolved.Governance will be via the DASV Board given that this is Multi-agency meeting. |
| **Best Practice:**  | * Do No Harm – Victim and Children safety will be the overarching priority of the Perpetrator Panel. Any action proposed must not cause any additional harm.
* Wholesale partnership intervention is the key to the success of the Perpetrator Panel – this is a system wide issue which cannot be solved by a single agency working in isolation. Partnership buy-in is essential.
* The majority of perpetrators will be identified through the MARAC Process. Referrals will also be accepted from probation services for those offenders leaving prison, where there is significant concern. Agencies can also refer clients based on Professional Judgement, however, where there is a significant risk of harm to the victim, this must be heard at MARAC.
* Referrals with be agreed with the meeting Chairs prior to being taken onto the cohort.
* Where cases are current open to the MAPPA process, they will not be heard at the DAPP
* The success of the meeting is reliant on multi- agency information sharing, ongoing case management and risk assessment.
* Interventions are bespoke in accordance with the risk level and circumstances of the victim and perpetrator.
* Accurate record keeping and reporting to ensure data is reliable and can be referenced at future meetings.
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| **Process:**  | * The DA Perpetrator Panel meeting will take place monthly, with one meeting for the “North” of the county (Peterborough/Fenland” and another for the “South” (Hunts, South Cambs, East Cambs and Cambridge City). The meeting will discuss new referrals and those currently on the Perpetrator Cohort.
* Before the meeting the coordinator will complete a research profile on all perpetrators to assist with decision making during the main meeting. Research will include Athena and PNC enquiries, MARAC information and contributions from partner agencies. All agencies will be expected to provide written updates on the cohort prior to the meeting, and only cases where there is a relevant update will be discussed.
* The cohort to be discussed will be agreed between the coordinator and the chairs.
* *The perpetrator will be notified that they have been adopted onto the scheme through the service of a letter which will be hand delivered by a local neighbourhood policing officer. This letter will contain details of support agencies available to the perpetrator and notification of disruption activities if their offending behaviour persists.*
* There will be a range of actions to both support and disrupt the alleged offender. Actions will include engaging with support services, prioritising arrest for other offences, progression of intelligence opportunities, ANPR markers and street briefings outside of the perpetrators home.
* All perpetrators adopted onto the scheme will have a PNC marker added – this will reflect that they are currently on the DA Perpetrator Panel scheme and investigations or interaction involving them should be prioritised.
* The CPS have agreed locally that they will prioritise cases involving perpetrators who are currently on the DA Perpetrator Panel scheme.
* Where there are no recent updates, perpetrators will remain on the cohort, but will not be discussed. If a period of 3 months has passed with no sign of further harm or offending, they will be removed from the cohort. Any further incidents would necessitate a return to MARAC on repeat.
* Meetings will be co-chaired between the DI Lead for Domestic Abuse and the Domestic Abuse & Sexual Violence Partnership Manager.
* Minutes and actions will be circulated within seven days of each meeting to enable representatives to complete actions in advance of the next meeting.
* An actions list will be implemented and maintained to capture and track progress against actions. Each individual adopted onto the scheme will have an action plan which will be maintained by their appointed officer.
* Updates are to be returned to the meeting analyst at days prior to the DA Perpetrator Panel. This timetable will be set out in more detail.
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| **Membership:** | Attendance at this meeting is required from the below. Should a member not be able to attend, a suitably briefed substitute should be appointed and the chair informed. Representatives will take responsibility for attending meetings, fully contributing by bringing their expertise and updates on the contribution of their department/agency towards individual issues and developments.It should be noted that representatives attend the meeting as specialists in their area of business and whilst their agency may have an interest in particular perpetrators on the cohort, their attendance is also required to provide expertise in their field.Representatives from each department and key partner agencies must be at the appropriate level to commit to actions and resources on behalf of their agency. **Membership**  Police:-PVP SLT – DI (chair)IPerpetrator Panel Analyst/coordinator – Alice BradingDA Lead North DA Lead South Out of Court disposal – DI Andy BartlettVulnerability Desk RepresentatitiveIOM – Louise WilliamsPartners:-Domestic Abuse & Sexual Violence Partnership Manager (Chair)IDVA ServiceProbation (NPS/CRC)HousingChildren’s Social CareCGL – Substance Misuse Service  |
| **Information Sharing Principles:**  | Effective information sharing underpins integrated working and is a vital element of both early intervention and safeguarding. Each department and key partner can hold different pieces of information which need to be placed together to enable a thorough assessment to be made.  To share information about a person you need a clear and legitimate purpose to do so, as this will determine whether the information sharing is lawful. For partners working in statutory services, the sharing of information must be included within the powers of the service. This will also apply if partners from the voluntary sector are contracted to provide a service on behalf of a statutory body. The sharing of information must have due consideration with the law relating to confidentiality, data protection and human rights. Having a legitimate purpose for sharing information is an important part of meeting those legal requirements. It is important only to share as much information as is needed and records should be accurate, relevant and up to date.  |
| **Confidentiality Statement:**  | Any agency in attendance or in receipt of information will be signed into the local Information Sharing Protocol.All members will sign a confidentiality form at the start of each meeting based on the following statement:***All information discussed is strictly confidential and must not be disclosed to third parties. All documents circulated in connection with the meeting are to be considered restricted documents and must not be disclosed to third parties.******The retention of all documentation in a secure location is the responsibility of the receiving agency. If disclosure is sought to a third party then permission must be received from the Chair/Co-Chair of the meeting.******Information discussed in respect of specific children (Part 2) can be shared with relevant professionals as appropriate and in line with each agencies protocols. Any information sharing decision regarding this will be recorded in the minutes.***  |
| **Review of terms of Reference:** |  |

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