

Sheffield Domestic Abuse Partnership

PARTNERSHIP AGREEMENT

May 2011

Sheffield Domestic Abuse Partnership Governance Structure

Sheffield Domestic Abuse Partnership will be governed by the Sheffield Strategic Planning Group For Domestic Abuse. The purpose of this group is to provide strategic leadership on its aims and objectives and a clear framework for the delivery of the Sheffield Domestic Abuse Partnership aims and objectives.

Responsibilities of partners and their representatives

Partners agree the following principles to enable the Sheffield Domestic Abuse Partnership (Sheffield DAP) to work effectively in Sheffield:

- Partners will promote links of the Sheffield DAP with other local strategies and delivery plans, including Community Assembly Plans
- Partners will consider the interests of a range of service user groups and will not be confined to matters affecting only their areas of specific interest.
- Partners will be required to commit sufficient resources to enable the effective functioning of the project and the effective operation of meetings.

Governance arrangements

The Project Board Meeting of November 2009 agreed to develop a governance structure to ensure an agreed set of aims and objectives for the implementation of the Sheffield DAP. This structure was then amended by the November 2010 Steering Group where it was agreed that the Steering Group would merge with the city's Strategic Planning Group for Domestic Abuse (and the merged group should retain the name of the Strategic Planning Group for Domestic Abuse), and it was agreed that the operational Executive be re-formed as the Operational Group.

- The Strategic Planning Group monitors the delivery of the project and coordinates and develops strategic direction. Commissioners will meet separately to consider funding and contract issues.
- The Operational Group considers practice issues and multi agency working protocols. Sub groups will be established as necessary to consider particular issues such as volunteering, service user involvement, training etc.
- A service user reference group will be established.
- Membership of the Strategic Planning Group will be reviewed and revised on an annual basis at minimum to ensure effectiveness.
- Reporting links will be developed and maintained between the Strategic Planning Group and the Safer and Sustainable Partnership.
- A delivery plan will be developed for the period 2011/2012

- Decisions will be made on a consensus basis with the Chair having the casting vote, if necessary.
- There will be a minimum of four core representatives, one from each of the following; Sheffield City Council(Community Services or other Communities rep), South Yorkshire Police, NHS Sheffield and a VCF Representative in attendance at all meetings.
- Partners will nominate deputies to attend in their absence if possible.
- Governance structure review date October 2012.

The aims of the Sheffield Domestic Abuse Partnership are:

- To improve domestic and sexual abuse service user pathways in Sheffield, ensuring access to more comprehensive and coordinated support.
- Build upon current provision to provide a specialist multi-agency response and proactive interventions to improve the safety of victims/survivors and their children.
- People in Sheffield (women, men, children and young people), affected by domestic and sexual abuse, will be able to access support appropriate to their needs.
- The Sheffield Domestic Abuse Partnership will contribute to the prevention of domestic and sexual abuse through education and awareness raising initiatives.

Sheffield Domestic Abuse Partnership Objectives

- To deliver a consistent, high quality, citywide service to women, men, children and young people who have experienced domestic abuse.
- To increase the numbers of people who are willing to seek help from specialist services and to report incidents to the police, and to increase referrals from front line practitioners.
- To increase the proportion of 'hard to reach' service users that access help and support.
- To provide support at an early stage in order to avoid escalation, to reduce repeat victimisation, and help to prevent domestic abuse related homicides and suicides.
- To build confidence in using the civil and criminal justice system to tackle domestic and sexual abuse and increase the proportion of successful outcomes in domestic abuse related court proceedings.
- To develop early intervention and prevention work with children and families, and contribute to the safeguarding of children and young people living with domestic abuse.
- To co-ordinate data collection and information sharing about the nature and prevalence of domestic and sexual abuse in the city.

These objectives will be achieved by implementing the following:

1. Offering a range of choices to victims e.g. housing and legal options, advice, support and advocacy.
2. Developing best practice through inter-agency working and appropriate information sharing.
3. Contributing to Multi-Agency Risk Assessment Conferences (MARACs) – reducing repeat victimisation by targeting prolific offenders and co-ordinated victim support.
4. Co-ordinating public awareness, media work and developing a multi agency training plan

The Strategic Planning Group

The terms of reference for the Strategic Planning Group are:

- To drive the implementation of the objectives by supporting and steering the team.
- To secure ongoing funding for the Sheffield DAP team posts as required.
- To mainstream the project funding across all agencies.
- To formulate milestones for the development of a project that reflects the aspirations and views of survivors and agencies in Sheffield.
- Closely monitor and evaluate gaps in provision.

Membership of the group

Invited membership as outlined on appendix A, but this will be reviewed and new members co-opted as appropriate

Frequency and admin support

The Strategic Planning Group will meet bi-monthly and the Operational Group bi-monthly in the alternate month. Frequency of the meetings will be reviewed after the initial six months, then annually.

Admin support to be provided by the Sheffield DAP Business Support Officer. Reports and agenda papers to be circulated 5 days before the meeting is due and minutes of meetings to be circulated 1 week after they are held.

Time table for key decisions

July-August 2011	Performance Q1 reports Review performance against targets
September 2011	Revenue funding plan for 2012/13

October 2011	Review Steering Group Membership
October 2011	Review Partnership Agreement
November 2011	Business Case for 2012/13 agreed
October 2011	Review of Partnership Agreement and Governance Structure

Roles and Responsibilities

Monitoring and Reporting Arrangements

Responsibilities of the Sheffield DAP Manager

1. The Sheffield DAP Manager will be responsible for ensuring that all agreed milestones and objectives of the Sheffield DAP project are met.
2. At the outset to identify the risks to the success of the Sheffield DAP and agree contingency measures with the Strategic Planning Group.
3. To provide monthly progress reports in a format to be agreed with the Steering Group and call extraordinary meetings if areas for concern arise that need prompt action.

Responsibilities of the Steering Group

1. To develop terms of reference for the Strategic Planning Group in the Sheffield DAP with the Sheffield DAP Manager.
2. To provide guidance, support and advice to the Sheffield DAP team as appropriate.
3. To facilitate effective reporting mechanisms on the Sheffield DAP's progress to all stake holders.

Decision making

1. The Sheffield DAP Manager has responsibility for taking day to day decisions in accordance with the aims and objectives of the Sheffield DAP. The Sheffield DAP Manager will be mindful of the need to adhere to the policies and procedures of each partner agency when making decisions. Support and guidance will be offered to the Sheffield DAP Manager by the Strategic Planning Group where a proposed action may be at odds with the stated policy of a partner organisation.
2. The Strategic Planning Group will take overall responsibility for decision making on issues that are beyond the remit of the Sheffield DAP Manager; for example: policy issues, conflict resolution within the team, personnel issues, unallocated spending and

divergence from agreed targets/milestones. In the first instance, the Sheffield DAP Manager will be responsible for reporting any such issues to the Director of Community Services of Sheffield City Council who will be the named day-to-day contact for the Strategic Planning Group.

Organisational Structure

The Sheffield DAP is an inter-agency project staffed via secondees and placements from partner agencies across the city. As such, it will have an unconventional staffing and management structure. In order to avoid confusion the following summarises the roles and responsibilities of project staff and the Steering Group:

Sheffield DAP Steering Group

The group is made up of representatives from key partner agencies that have joint responsibility for tackling domestic violence and abuse. The group have a major role to play in promoting the project both within their own agencies and also externally to ensure that future funding can be secured. The Strategic Planning Group will have a strategic rather than operational function in relation to supporting the project's development.

Sheffield DAP Manager

1. The Sheffield DAP Manager updates the Strategic Planning Group on all operational aspects of the project on a monthly basis. Should an issue arise that the SDAP Manager cannot resolve they will in the first instance refer the matter to their line manager / Director of NRP.
2. The Sheffield DAP Manager is responsible for ensuring that the milestones are met, and that the SDAP is successfully co-ordinated.
3. The Sheffield DAP Manager has a responsibility for providing guidance, support, project supervision and training for the staff. The line management of seconded staff members will be the responsibility of the SDAP manager unless a line manager from the employing agency has been seconded into the SDAP as well. Other staff will be based in the SDAP as a result of service level and partnership agreements that may include dual management arrangements. It is expected, however, that project staff will work in co-operation with each other and the SDAP Manager as part of the team's overall philosophy.
4. The Sheffield DAP Manager has overall responsibility for ensuring on target spending and the budgets for the IDAS.

Project staff (in the co-located base)

1. In addition to staff undertaking specific duties relating to their specialist agency backgrounds, project team members will work in co-operation to deliver seamless, co-ordinated services for survivors and their families. Staff members will have a major role to play in ensuring their agencies are fully engaged with the project's overall aims and prioritise the development of policies, training and monitoring mechanisms. Project staff

will also provide an advice service for front line workers both within their own agencies and other services working with survivors and their families.

2. Day to day guidance and support will be provided by the Sheffield DAP Manager as necessary.
3. It is expected, as part of the teams overall philosophy, that project staff will work fully in co-operation with each other. Should an issue arise that cannot be resolved within the team or by the Sheffield DAP Manager, they should refer the matter to the Manager in their employing agency (this should be as a last resort). The employer will then liaise with the Director of Community Services in order to resolve the matter.
4. Annual leave should be agreed with both their line manager and the Sheffield DAP Manager (who will be the line manager for some staff).

Partner agencies

Safer and Sustainable Communities Partnership
South Yorkshire Police
Sheffield City Council Community Services
Sheffield City Council Housing Options
Sheffield City Council Children and Young People's Service
Sheffield Homes
NHS Sheffield
Sheffield Teaching Hospitals Trust
Sheffield Health and Social Care Trust
South Yorkshire Probation Service
Sheffield Drug and Alcohol Action Team
South Yorkshire Fire and Rescue
Crown Prosecution Service South Yorkshire
Vida Sheffield
Sheffield Citywide Community Outreach Service
Sheffield Women's Aid
Haven House
Ashiana
Young Women's Housing Project
Burngreave Domestic Abuse Project
Sheffield Rape and Sexual Abuse Counselling Service
Sheffield Youth Offending Service
The Isis SARC
Sheffield Drugs and Alcohol Action Team
Sheffield Working Women's Opportunities Project
Sheaf Domestic Abuse Project
Shelter
Victim Support

As a partner agency in the Sheffield DAP Project, we hereby commit to the aims and objectives laid out in this agreement and to provide the necessary support and commitment to ensure the project is a success, now and in the future.

Signatory.....

On behalf of
(Print)

Appendix A

Existing Project Board:

Evelyn Milne	SCC/ NCC / NRP
Sean McMahon	SYP / PPU
Giles Ratcliffe or Paul Redgrave	NHS Sheffield
Suzanne Allen	SCC / NCC / housing / vulnerable people
Elaine McShane	SCC / CYPS / MAST – Service Districts
Maureen Storey	VCS / SDAF
Nasim Minhas	VCS / Ashiana

Additional reps proposed:

Responsibility

Citywide Outreach service	service working through SDAP
Young Women’s Housing Project	young women/sexual abuse services
Deborah Drury, SARC	Sexual violence
Sheffield Homes	social landlords
Children’s Specialist Services/ CYPD/JIT	social work and JIT team links
Drug and Alcohol Action Team	Drug and alcohol issues
South Yorkshire Probation Trust	perpetrators and women offenders
CPS	criminal justice system
Youth Offending service	Vulnerable children and young people
South Yorkshire Fire and Rescue	fire and rescue services / arson risks
Sheffield Teaching Hospitals Trust	Health Based IDVAS pilot