

Leicestershire & Rutland  
Safer Communities Strategy  
Board



Making Leicestershire & Rutland Safer

## **LEICESTERSHIRE & RUTLAND SAFER COMMUNITIES STRATEGY BOARD**

**13<sup>th</sup> DECEMBER 2024**

### **DOMESTIC HOMICIDE REVIEW PARTNERSHIP SUPPORT OFFICER**

#### **Introduction & Purpose**

1. Domestic Homicide Reviews (DHRs) were established on a statutory basis under Section 9 of the Domestic Violence, Crime and Victims Act (2004). Responsibilities to facilitate reviews fell to local authorities and partners through Community Safety Partnerships (CSPs).
2. At that time, the infrequency of DHRs posed potential issues regarding capacity and capability to undertake such reviews efficiently and effectively. As a solution in 2013 the Leicestershire Safer Communities Strategy Board (now the Leicestershire & Rutland Safer Communities Strategy Board) agreed delegated local arrangements to assist in the management and production of DHR Reports.
3. The DHR management agreement originally established in 2013 has been recently reviewed and updated, a draft was presented to the March 2024 Senior Officer Group (SOG) and to this Board in June 2024. During that revamp an issue has been highlighted regarding the post publication management of actions and recommendations. In short there is no definitive means to monitor actions and recommendations emanating from DHRs under current arrangements.
4. Options to remedy the situation were discussed and agreed at the June SOG meeting. This report outlines the agreed remedial action and the rationale for it.

## **The Issue**

5. Current delegated arrangements for the management of DHRs involve the commissioning of expert support and assistance from the Safeguarding Partnership Business Office (SPBO). This culminates at the point of publication of the Domestic Homicide Review by the relevant CSP.
6. Recommendations and actions will be identified within the DHR report, they can be a combination of forms:
  - i. Directly for the relevant CSP;
  - ii. For a single agency identified within the review process;
  - iii. Broader cross-agency or multi-agency recommendations and actions.
7. Recommendations and actions require implementation, monitoring and sign-off and in some cases suitable remedial action and support to ensure completion. Given the purpose of a DHR it is crucial that the post DHR process is both timely and robust; this is not currently the case.
8. There is currently no clearly identified individual or agency responsible for the post DHR tasking and monitoring. This ad hoc arrangement requires remedy.

## **Options**

9. In order to remedy this situation, two options were presented to the partnership:
  - i. Option 1; Given their statutory responsibility, the relevant CSP in which the DHR occurred subsequently oversees the recommendations and actions 'in house'.
  - ii. Option 2; In line with current delegated DHR management arrangements the Safeguarding Partnership Business Office (SPBO) be commissioned to undertake this additional post DHR function (task, monitor, chase DHR recommendations and actions). This will also provide some continuity and utilise SPBO expertise to monitor and solution issues as they arise. This option will however require an additional part-time funded resource within SPBO.
10. The SOG stakeholders also received a detailed outline of current financial arrangements and commitments. Based on current DHR numbers and excepting extraordinary occurrences it was identified that there are currently sufficient reserves within the DHR partnership fund to support option 'ii' without any increased contribution from partners. This is based on part time (18.5 hrs) 'Grade 9' position with which oncosts equates to circa £22K.

**Agreed Next Steps**

11. Feedback from the SOG was overwhelmingly in favour of option ii. and it was agreed to appoint to the role of DHR Partnership Support Officer to undertake the role. It was also agreed that a year's trial be undertaken to gauge effectiveness and viability of the role.
12. Work has commenced to recruit to the post, a job description has been compiled and is attached to this report. Following administrative approval, next steps will be to advertise and interview potential candidates and subsequently appoint. The role will be based in the SPBO office.

**Recommendations**

13. That the Board:
  - (a) Note the steps taken to address the issues identified within this report.
  - (b) The Board note the appointment on a trial basis to the post of DHR Partnership Support Officer.

**Officers to Contact**

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**Appendices**

Job Description; DHR Partnership Support Officer



<b>Department:</b>	Children and Family Services
<b>Job Title:</b>	DHR Partnerships Support Officer
<b>Grade:</b>	9
<b>Post Number:</b>	
<b>Service/Section:</b>	Safeguarding, Improvement and Quality Assurance Safeguarding Partnerships Business Office (Safeguarding Children Partnership [SCP] & Safeguarding Adults SAB)
<b>Base/Location:</b>	County Hall
<b>Responsible To:</b>	Safeguarding Partnerships Manager
<b>Responsible For:</b>	No line management responsibilities
<b>Key Relationships/ Liaison with:</b>	Key stakeholders and staff from Safeguarding Partnerships Business Office, Leicestershire County Council Corporate Safety Team, Safer Rutland Partnership, Leicestershire & Rutland District & Borough local authorities' Community Safety Partnerships, Office of the Police & Crime Commissioner (OPCC) and other partner organisations including the Leicestershire & Rutland Safer Communities Strategic Board, Leicestershire & Rutland Safeguarding Children Partnership (SCP) and Safeguarding Adults Board members and representatives of SCP and SAB member agencies.

### Job Purpose

- To oversee and monitor the recommendations and actions tasked to individual agencies and bodies originating from Domestic Homicide Reviews (DHR) Highlighting and referring to remedial action to support completion. To support the assessment of the impact of these actions.
- To support the DHR Chair/Author, Panel and SPBO Officer in the development of recommendations/actions during the DHR process which are Specific, Measurable, Achievable, Realistic, Timely (SMART).
- To retain an overview and organisational memory of previous review recommendations and actions to support the DHR process.
- To liaise with stakeholders and other statutory and voluntary agencies to support the DHR process.
- To work with the Safeguarding Partnerships Manager and other staff members from the Safeguarding Partnerships Business Office of the Leicestershire & Rutland Safeguarding Adults Board (SAB) and the Leicestershire & Rutland Safeguarding Children Partnership (SCP) to support specific tasks and projects within safeguarding partnership areas of business.

Main Duties and Responsibilities	
1.	Responsible for carrying out all the duties of the job in accordance with the County Council's Equal Opportunities Policy.
2.	Support DHR Chair/Authors, Panels and SPBO Officers in the production of action plans to address DHR recommendations, ensuring timescales and leads are identified. Highlighting where recommendations may link to previous review recommendations or issues identified nationally around domestic abuse and/or other safeguarding issues.
3.	Support DHR stakeholders to undertake required actions emanating from DHR recommendations, and to monitor their progress to conclusion, supporting stakeholders to complete them to a satisfactory standard. Highlighting and escalating any issues to appropriate individuals/bodies for remedial action, as necessary.
4.	Support the Safeguarding Partnerships Manager in co-ordinating workstreams, projects and improvement activity across the functions of DHR stakeholders and the Safeguarding Partnerships.
5.	Support the development of a system for monitoring themes arising from DHRs and their resulting recommendations, progress on actions arising from DHR recommendations and assessing impact of improvement activity arising from DHR work. Manage this system to ensure improvement activity progresses in a timely manner and impact is understood and reported.
6.	Set up and maintain filing, recording and reporting systems for improvement activity; develop, maintain and update key improvement activity documentation.
7.	Organise, prepare and, where appropriate, facilitate key meetings or events relating to DHRs, ensuring decisions and actions are captured and followed up where required.
8.	Support the Leicestershire Community Safety Team, Safeguarding Partnerships Manager and Officers in the production of appropriate key project reports and other meeting reports.
9.	Facilitate the flow of essential information across partnerships and partnership workstreams including Community Safety Partnerships in Leicestershire & Rutland and, where appropriate, Leicester City.
10.	Support the Leicestershire Community Safety Team and Safeguarding Partnerships Business Office to develop and implement effective communication plans on relevant issues.
11.	Demonstrate a commitment to continuous improvement by considering feedback from key stakeholders and use own experiences to support the ongoing development of quality assurance, improvement and project management approaches and tools.
12.	Support the understanding of any new or updated DHR Statutory Guidance, including how we need to change our local templates and guidance.

13.	Take ownership of own continuous professional development and actively seek opportunities to build skills, knowledge and experience.
14.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

### Values and Principles

- Be collaborative and have very good communication skills.
- Operate in a manner which harbours trust and engagement within the team and with wider partnership colleagues.
- Demonstrate a shared approach to produce results. Be willing to work with others in a lead or supportive role as required to improve capacity of the wider partnership.
- Show an interest and knowledge in the functioning of individual organisations.
- Demonstrate respectful curiosity and ask challenging questions to elicit the right information from stakeholders.
- Act as enabler and supporter to partnership decision-makers.
- Display a positive, can-do attitude and strive to deliver work of a high quality and motivate others.
- Demonstrate professional integrity, confidence and competence to deliver to agreed standards and challenge inappropriate practice.
- Work to achieve the best outcomes for the citizens of Leicestershire and Rutland.
- Be flexible, adaptable and resilient, working in partnership to deliver the departmental, corporate and partnership agendas.
- Be self-motivated and self-directed to produce high quality and timely work when operating without supervision.
- Support the functioning of a shared learning culture by being reflective and reflexive, continually striving to improve own knowledge and practice. Make meaningful contributions to the wider partnership by supporting the learning of others, and/or undertaking research into new and best practice.

### Special Factors

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Date Prepared/Revised:** 11<sup>th</sup> September 24



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<b>Job Title:</b>	DHR Partnerships Support Officer
<b>Grade:</b>	9
<b>Post Number:</b>	
<b>Service/Section:</b>	Safeguarding, Improvement and Quality Assurance – Safeguarding Partnerships Business Office (Safeguarding Children Partnership [SCP] & Safeguarding Adults Board [SAB])

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Educated to NVQ4 level in Project Management/Business Administration or equivalent, or appropriate experience to this level.	✓		App
Project management qualification or appropriate experience to this level (Prince 2, Praxis or equivalent).		✓	App
<b><u>Experience</u></b>			
Experience of working in a multi-agency environment to safeguard and promote the welfare of children and adults.	✓		App
Experience of working on projects in a supportive, enabling role.	✓		App/l
Experience of providing and leading administrative support and coordination.	✓		App
Experience of organising and facilitating key meetings and events with a focus on decisions, risks and actions.	✓		App/l
Experience of presenting information in a variety of formats relevant to audience needs.	✓		App
Experience of managing projects.		✓	App/l
<b><u>Knowledge</u></b>			

	Essential	Desirable	How assessed
Understanding of Domestic Homicide Review (DHR) processes, Safeguarding Children Partnership and Safeguarding Adults Board functions and structures.	✓		Int/Test
Understanding of the key stakeholders including different elements of public sector including Health Organisations, Social Care and Education, Police and Probation Services.	✓		App/Int
Knowledge of domestic abuse and DHR legislation and procedures and their application to statutory, private and voluntary sector organisations.	✓		App/Int
Knowledge of safeguarding adults and/or children legislation and procedures and their application to statutory, private and voluntary sector organisations.		✓	Int
Good working knowledge of project management principles, methodologies, roles and requirements including Prince 2 methodology.		✓	App/Test
Knowledge of principles and approaches for evaluation and impact measurement.	✓		App/Int
Working knowledge of various Microsoft Office programmes, incl. Word, Excel, etc.	✓		App/Int
<b><u>Skills and Competencies</u></b>			
<b>Communication:</b> Excellent interpersonal, written and verbal communication skills including the ability to identify relevant and proportionate information to communicate to team and partnership members.	✓		App/Int/ Test
Ability to communicate effectively with key stakeholders across all agencies.	✓		App/Int
<b>Administrative:</b> Ability to develop and update relevant spreadsheets or databases to manage and monitor improvement activity.	✓		App/Int

	Essential	Desirable	How assessed
<p><b>Analysis:</b> Able to collate, analyse and interpret information to identify learning and opportunities for improvement.</p>	✓		App/Int/ Test
<p><b>Planning:</b> Ability to plan activities around planning cycles and project deliverables within agreed timescales.</p>	✓		App/Int
<p><b>Reviewing:</b> Ability to review and feed back on action and improvement processes and tools as well as support the development of any changes.</p>	✓		App/Int
<p><b>Organisational:</b> Excellent organisational skills to support co-ordination across multiple workstreams and completion and evaluation of improvement activity and projects.</p>	✓		App/Int
<p>Ability to work on own initiative and manage competing priorities.</p>	✓		Int
<p><b>Other Requirements</b> An understanding of, and commitment to, Equal Opportunities and anti-discriminatory principles, and the ability to apply this to practice and all other situations.</p>	✓		App/Int
<p>Able to work remotely effectively and travel to locations across Leicester, Leicestershire and Rutland for work.</p>		✓	App
<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>		✓	Med
<p><b>Key:</b> <b>App = Application Form</b> <b>Test = Test</b> <b>Int = Interview</b></p>			

